

Sandip Foundation

Nashik

Guidelines for the Housekeeping Staff

This document describes the guidelines for Housekeeping staff located at Sandip Foundation Nashik and Sijoul Campus to prevent spread of COVID-19. These practices should be adopted in the campus with all the preventive measures to disinfect the premises for the safety of the students and staff.

Steps to be followed to prevent the spread of Covid -19 :-

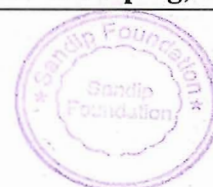
1. All the HK Staff should be screened properly at the Main gate based on which the entry should be given in the campus.
2. The Housekeeping staff should wear the mask, gloves and face shield all the time when they are working in the premises.
3. The mask, gloves and face shield should be disinfected at regular intervals.
4. It is the responsibility of the staff to keep the surrounding clean and well maintained, so as to avoid to any untoward incident which may risk the lives of the staff and students.
5. To ensure the proper distancing should be followed.
6. Proper checklist has to maintain while performing the duties as per the cleaning process laid down in this guidelines.



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| Sr No | Areas | Agents / Equipment's | Procedure |
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| 1 | Toiler Pot / Commode | Sodium hypochlorite 1% / Soap powder / long handle angular brush | <ul style="list-style-type: none"> • inside of toilet pot /commode • scrub with the recommended agents and with long handle angular brush. • Outside – clean with recommended agents |
| 2 | Lid/commode | Nylon scrubber and soap powder | <ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber inside the and outside |
| 3 | Toilet floor | Soap powder and scrubbing brush/ nylon broom | <ul style="list-style-type: none"> • Scrub floor with soap powder and scrubbing brush • Wash with water • Use hypochlorite1% dilution |
| 4 | Tap | Nylon scrubber and soap powder | <ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber |
| 5 | Outside sink | Soap powder and nylon scrubber | <ul style="list-style-type: none"> • Scrub with the nylon scrubber. |
| 6 | Other Area / Taps and fittings | Warm water Detergent powder Nylon Scrubber | <ul style="list-style-type: none"> • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. |

| Sr. No | Areas | Agents / Equipment's | Procedure and Process |
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| 1 | General Areas such as passage / classrooms / lab / workshops / tutorial rooms / library / cabins / etc. | Dust Mop / Mop (no broom to be used) | <ul style="list-style-type: none"> • Sweep with the dust mop or Mop to remove surface dust. Sweep under the furniture used for sweeping) and remove dust from corners. • Gathered dust must be removed using a hearth brush and shovel. • The sweep tool should be cleaned or replaced after use. <p>Process: -Sweeping, Cleaning and Daily</p> |



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| 2 | Floors and above areas – daily mopping | <p>Detergent / sanitizer – hot water, sodium hypochlorite (1%)</p> <p>Three buckets – One bucket with plain water, one bucket with detergent solution and one bucket with sodium hypochlorite (1%)</p> | <p>Mopping.</p> <ul style="list-style-type: none"> • Prepare cleaning solution sanitizer–hot using detergent with warm water. • Use the three-bucket Three buckets technique for mopping the floor, one bucket with plain (one with plain water and one with the water and one detergent solution. with detergent. • First mop the area with the warm solution; water and detergent solution. one bucket for the remaining area. • After mopping. clean the mop in sodium plain water and squeeze it. • Repeat this procedure for the remaining area. • Mop area again using sodium hypochlorite 1% after drying the area. • In between mopping if solution or water is dirty change it frequently. • Mop the floor starting at the far corner of the room and work towards the door. • Clean articles between cleaning. <p>Note: Mopping should be done twice a day.</p> <p>Process: -Sweeping, Cleaning and Daily Mopping.</p> |
| 3 | Ceiling and Walls | <p>Sweeping tool</p> <p>Duster</p> <p>Bowl / small bucket of soap solution</p> <p>Plain water</p> | <ul style="list-style-type: none"> • Damp dusting with a long handled tool for the walls and ceiling done with very little moisture, just enough to collect the dust. • Damp dusting should be done in straight lines that overlap one another. • Change the mop head/cover when soiled. • Note: Should be done once a week or after examining a suspect case |



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| | | | Process – Damp Dusting |
| 3 | Door and Door knobs | Damp Cloth or Sponge Squeeze mop Detergent | <ul style="list-style-type: none"> The doors are to be washed with a brush, using detergent and water once a week (no one defined day); gently apply cloth to soiled area, taking care not to remove paint, then wipe with warm water to remove excess cleaning agent. Door knobs and other frequently touched surfaces should be cleaned daily. <p>Process :- Through Washing</p> |
| 4 | Railings | Detergent / Sanitizer – hot water, sodium hypochlorite (1%), Three buckets – One bucket with plain water, one bucket with detergent solution and one bucket with sodium hypochlorite (1%) | <ul style="list-style-type: none"> Damp dust with warm water and detergent followed by disinfection with hypochlorite. <p>Process :- Damp Dusting</p> |
| 5 | Lockers , tables , cupboards, Office racks , chairs and cots. | Damp duster Warm water Detergent Dry duster | <ul style="list-style-type: none"> Damp dust with warm water and detergent. <p>Process:-Daily Dusting.</p> |
| 6 | Mirrors and Glass | Warm water Detergent water / cleaning solution Damp Cloth wiper | <ul style="list-style-type: none"> Using warm water and a small quantity of detergent. and using a damp cloth, wipe over the mirror and using a damp cloth, wipe over the mirror and mirror and glass to a clean dry finish. <p>Process: - Cleaning.</p> |
| 7 | Pantry furniture | Duster | <ul style="list-style-type: none"> Damp dust <p>Process :- Dusting</p> |
| 8 | Water Coolers :- | Warm Water Cleaning Solution Plain Water | <ul style="list-style-type: none"> Using warm water clean the entire cooler from inside and outside. Using the cleaning solution clean the cooler and then after clean with the |



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| | | | plain water. <ul style="list-style-type: none"> ● Process – Cleaning on every 10 days. |
| 9 | Chairs (Vinyl) | Warm water and detergent | <ul style="list-style-type: none"> ● Wipe down with warm water and detergent. remove any marks under arms and seat. Check for damage to stoppers, if stopper require replacement, report to maintenance department Process :- Cleaning |
| 10 | Furniture and Fittings | Warm water and detergent Rag piece | <ul style="list-style-type: none"> ● Using warm water and detergent, damp dust all furniture and fittings, including chairs, stools, beds tables, cupboards, wardrobes, lockers, trolleys ,benches, shelves and storage racks, waste/ bins, fire extinguishers, oxygen cylinders, televisions window sills and dry properly. Process :- Dusting |

Biomedical waste (BMW) management-To ensure that biomedical waste management in the campus takes place as per standard guidelines, separate yellow, red /black bags, foot operating dustbins needs to be kept at each floor of Hostels, Offices and at the academic building.

1. It is to be ensured that Housekeeping staff shall collect garbage daily from the dustbins located at the various places in the Campus.
2. The Housekeeping staff should wear the mask, gloves, apron and face shield while collecting the garbage from the bins.
3. Designated place to be earmarked in the campus for their collection of yellow and black bags. Site of collection of the yellow and black bags should be regularly disinfected with freshly prepared 1% hypochlorite solution at regular interval.

