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## COVID-19 cleaning protocols

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1. Wash hands and lower arms thoroughly when entering site.  
(with soap, for at least 20 seconds, following NHS guidelines)



2. Any surface you come into contact with must be cleaned before starting, during and after completing work in each area (labs, beamlines, Dewar stores). Do not spray IPA directly onto surfaces, use tissue dampened with 70% IPA. Dispose of tissue in chemical or biological waste bin.



**Cleaning must be logged at the end of work in each area using the log sheet.**

Examples of items you may come into contact with:

- Door handles (inc Hutches)
- Hand wash sinks and taps
- Light switches
- Lab sinks and taps
- Chairs
- Benches/desks
- Phones
- Keyboards
- Equipment (touch screens, lids, levers, handles, buttons etc.)
- Tools (handles, buttons etc.)

An example cleaning log is shown below which is pinned to a notice board or door of every lab or beamline

Area: \_\_\_\_\_

Date	Time	Cleaned by	Door handles (inc Hutches)	Light switches	Chairs	Benches /desks	Phones	Keyboard s	Hand wash sinks and taps	Lab sinks and taps	Equipment (touch screens, lids, levers, handles, buttons etc.)	Tools (handles, buttons etc.)	Comm

**For Science Division, once your work is complete on beamlines, workshops or labs please fill in the log and sign it yourself (this does not now have to be signed off by a senior member of staff).**

- 3. Wear/remove PPE safely (if required).**  
 Use your own personal PPE and store safely for your own future use.  
 Safety glasses available from EHCs. Lab coats available in labs - ensure these are sent for launder regularly.



- 4. Remove nitrile gloves after use in a safe way**  
 To avoid contamination



Also available on video: <https://tinyurl.com/t7j3beb>

5. Dispose of gloves in the **chemical** or **biological** waste bin.



6. Wash hands and lower arms thoroughly before leaving site.  
(with soap, for at least 20 seconds, following NHS guidelines)

