**Cleaning Spaces Matrix**

**In the event of a possible or confirmed case, please follow the instructions below for a cleaning response**

| **Area** | **FM Clean** | **Self-Clean** | **In-area supplies** | **Frequency of in-area top-up** | **Action to take by others in the event of possible or confirmed case** |
| --- | --- | --- | --- | --- | --- |
| **Student Accommodation** | Y – as per catered and self-catered SLA’s / communicated expectation. Regular enhanced touch-point cleaning of ‘pass through’ areasN – in dining areas, completed by Catering | Y – in areas of no FM support or outside of cleaning hours | Communal shower and utility rooms – Antibacterial spray, shower squeegee, blue roll.Hand sanitiser stations in key locations within buildings | Monday-Friday review and on-going top-up | Process detailed in the Accommodation Management COVID-19 Guidance and known to appropriate staff |
| **Lecture Theatres** | Y – overnight cleaning on a rota basis in larger spaces, and consumable replenishment, on-going touch-point cleaning within the buildingEmergency: Surface cleaning carried out in teaching room(s) at desk space plus spaces either side, back of chair and any other likely touch points   | Y – students and staff to use products provided for each lecture | Antibacterial wipes, cleaning guidance and bin. Sanitiser stations outside of rooms / within corridor  | Daily review and on-going top-up | Person becomes unwell in the teaching space (person asked to leave) Academic to call the Here to Help teamHere to help team will Contact FM team to clean the space and 2m radius spaces before the next lecture facilitiesmanagement@exete.ac.uk Night Cleaning team to do enhanced clean of space inc ‘fogging’ |
| **Teaching spaces (non-technical)**  | Y - pre-teaching day clean and consumable replenishment, on-going touch-point cleaning within the buildingEmergency: Surface cleaning carried out in teaching room(s) at desk space plus spaces either side, back of chair and any other likely touch points   | Y – students and staff to use products provided for each lesson | Antibacterial wipes, cleaning guidance and bin. Sanitiser stations outside of rooms / within corridor  | Daily review and on-going top-up | Person becomes unwell in the teaching space (person asked to leave) Academic to call the Here to Help team Contact FM team to clean the space and 2m radius spaces before the next lecture facilitiesmanagement@exete.ac.uk Night Cleaning team to conduct enhanced clean of spaces reported |
| **Study / Guild society space**  | Y – one pre-teaching day clean, on-going touch-point cleaning, topping up of COVID-secure consumables | Y – students to use products provided for each activity | Cleaning station – Anti-bacterial spray, blue roll, bins, cleaning guidance. In addition to hand sanitiser units within buildings | Daily review and on-going top-up | Person becomes unwell in the space during the evening, email to Rapid Response hubRRH to alert FM - cleaning carried out early next morning as standard.  |
| **Technical Spaces**  | Y – cleaned by Technical Services lab staff with support from FM  | Touch point management between all classes | Set out in Technical Services SOP’s | Set out in Technical Services SOP’s | Person becomes unwell in the technical space (person asked to leave) Do not sit here signage deployed on chair and desk space. Lecture can continue. Contact Here to Help team who will call Tech Services team for a clean.   |
| **PC Cluster – study space** | Y – one pre-teaching day clean, on-going touch-point cleaning, topping up of COVID-secure consumables | Y – students to use products provided for each activity | Cleaning station – Anti-bacterial spray, blue roll, bins, cleaning guidance. In addition to hand sanitiser units within the buildings | Daily review and on-going top-up | Student to contact RRH alerting of symptoms RRH to identify recent areas visit and deploy cleaning team |
| **Staff offices / buildings****Approved staff ‘bookable’ desk space within buildings****Use of own desk space (single or in shared office)****Shower and kitchen use** | See support belowY - Touch point cleaning of communal areas within the building. Topping up of COVID-secure consumablesY- Touch point cleaning of communal areas within the buildingsMonthly clean of officesY – 1 x daily clean of these spaces | Y – staff to use products during bookable periodY – staff to use products provided If they wish to clean their desk space inc phone etcY – products available to use in these spaces | Cleaning station – Anti-bacterial spray, blue roll, bin and cleaning guidanceAnti-bacterial spray, blue roll and cleaning guidance provided in central kitchen areas in all buildings for staff to use and returnAnti-bacterial spray, blue roll (kitchens only) and cleaning guidanceHand sanitiser units in key locations across all buildings | Daily review and on-going top-upDaily review and on-going top-upDaily review and on-going top-up | Staff member or their manager to alert RRH that they have symptomsRRH to alert cleaning team |
| **Catering outlets** | N – conducted by Retail and Catering staff and supported by FM | Y – where used as social space | Set out in Retail and & Catering SOP’s | Set out in Retail add Catering SOP’s | Catering team to follow cleaning SOP  |
| **Retail outlets** | N – conducted by Retail and Catering staff |  | Set out in Retail & Catering SOP’s | Set out in Retail and &Catering SOP’s | Retail team to follow cleaning SOP |
| **Sports facilities** | Y – cleaned by Sports staff during the day and FM staff overnight | Y – customers to use products provided | Antibacterial spray, blue roll. In addition to hand sanitiser units | Daily review and on-going top-up | Sports team to follow cleaning SOP or call FM for overnight clean  |
| **Library’s** | Y – Daily clean and on-going touch-point cleaning | Y – students to use products provided  | Cleaning station – Anti-bacterial wipes, bins, cleaning guidance. In addition to hand sanitiser units | Daily review and on-going top-up | Here to Help staff – contact RRH to arrange FM team for cleaning  |
| **Faith and Prayer Rooms** | Y – Daily clean and on-going touch-point clean | Y – users to use products provided | Anti-bacterial spray and blue roll. In addition to hand sanitiser units | Daily review and on-going top-up | Faith and Prayer room lead, contact RRH. RRH to arrange FM cleaning  |
| **First Aid Rooms** | Y touch-point clean |  |  |  | Rapid response hub to contact FM for clean  |
| **Dining Halls**  | N – conducted by Retail and Catering staff  |  | Set out in Retail & Catering SOP’s | Set out in Retail & Catering SOP’s | Follow local SOP  |
| **Marquees**  | Y – pre-usage clean | Y- users to use products provided | Anti-bacterial spray, blue roll, bins and cleaning guidance. In addition to hand sanitiser unit | Daily review and on-going top-up | Contact Rapid Response Hub. RRH to arrange a clean. |