

5th May 2020

Information from Schools Offices Services Ltd in anticipation of schools re-opening soon.

Dear Colleague,

At present we have not been made aware of any occurrence of COVID-19 illness at any client site that has required decontamination. Deep cleaning has been carried out at those sites that have requested it and many clients have also asked for Bio-Fogging to be carried out. Further information on Bio-Fogging is at the end of this letter.

We adhere to HM Government's guidance concerning schools and academies and is a corporate member of the British Institute of Cleaning Science (BICSc) and also follows their advice. Guidance is frequently updated and we remain current in our processes and Risk Assessments.

HMG has published "**Guidance on cleaning in non-healthcare settings**" (March 2020) that includes schools and similar locations and "COVID-19 Implementing social distancing in education and childcare settings" (updated April 2020). These guidance documents set out cleaning processes to be followed and instruct schools, amongst others, as to the steps to be taken in order to prevent an outbreak at education & childcare sites and how to isolate individuals who fall ill with suspected Coronavirus on site.

BICSc has been advised by Dr Andrew King JP. PhD, Head of the Scientific Advisory Board to BICSc and has published two guidance documents entitled "**Infection control awareness**" & "**Outbreak decontamination**" which deal with cleaning processes during any period of infection including COVID-19. (April 2020). These documents form the basis of our training to staff as to how best deal with infection control and decontamination.

The summary of both sources is that normal cleaning methods and products should continue with increased cleaning of surfaces in classrooms, including desks and door handles/door pushes and increased cleaning of toilet blocks and changing rooms. Specific instructions for decontamination by our specialist cleaning team have been prepared in readiness for use if required.

Cleaning solutions used by this company contain both cleaning and disinfectant agents in their composition and are suitable for general cleaning, disinfection and decontamination. COSHH & Safety Data sheets for these products have previously been provided to our clients.

The majority of our staff live near to their places of work which reduces the likelihood of contact with others on their way to work. Suitable PPE will be worn and social distancing maintained by our staff at all times to protect both themselves and the client's staff.

When schools & academies are advised to re-open, we will hold refresher training for our staff together with any further training recommended to help deal with this virus outbreak.

We ask that schools & academies encourage their staff to attend after cleaning has been completed at the start of the day, or for those sites having afternoon cleaning, that staff be encouraged to leave the premises as soon as possible at the end of the day to allow for safe cleaning.

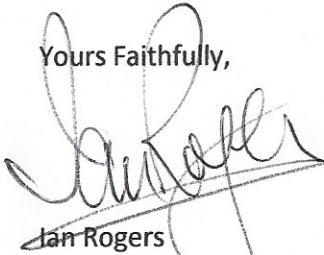
In the event of any suspected occurrence of Corona virus/COVID-19 at a school or academy we ask that we be informed immediately, together with details of all rooms/locations where the person(s) has/have been isolated or located. We will then send a specialist team of cleaners with appropriate PPE and equipment to decontaminate and disinfect the affected areas and support our regular cleaners.



From £30 per room (discounts are available for multiple rooms) we are able to offer an enhanced Bio-Fogging service using "Sterizar" Fogging Solution (non-bleach based) which is both an antiseptic and disinfectant. The solution sterilises entire rooms or corridors and both hard & soft surfaces for up to 30 days. A number of our clients have already used this product to provide extra protection following the deep cleaning that has been carried out following the closure of many schools. Further information can be obtained from info@sosservices.co.uk Grants are available from HM Government to defray additional costs incurred in fighting this outbreak of Corona virus/COVID-19.

A copy of our general COVID-19 Risk Assessment is attached for information.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Jan Rogers', written over a horizontal line.

Jan Rogers

Compliance Manager