
Report To:	Policy and Resources Executive Sub-Committee	Date:	2 June 2020
Report By:	Ruth Binks, Corporate Director	Report No:	LP/065/20
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Subject:	Enhanced cleaning in establishments: COVID-19 Recovery		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval to enhance the cleaning regime in all Council offices and educational establishments and agree the resultant financial implications.

2.0 SUMMARY

- 2.1 Following the recent easing of lockdown measures by the Scottish Government and more specifically its guidance for the re-opening of schools, it is necessary to review the cleaning regimes in offices and educational establishments and its effectiveness in reducing the spread of COVID-19.
- 2.2 The current cleaning regime focuses on the prioritisation of a daily clean to hygienic areas of a building. In light of COVID-19, daily cleaning of more areas requires to be in place, alongside any physical modifications being made to buildings, to reduce disease transmission amongst employees, pupils and the public.
- 2.3 This report puts forward proposals to enhance the cleaning regime, employ additional cleaning staff and the associated costs for doing so. Proposals are for an initial period of six months but may need to be extended, depending on national advice around COVID-19. In this instance, a further report will be brought before Committee.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Sub-committee:
- notes the content of this report;
 - approves the enhanced cleaning regime set out in this report; and
 - approves the allocation of a £500,000 budget to fund extra cleaning operatives, supervisors and materials.

4.0 BACKGROUND

- 4.1 The current cleaning regimes in place in educational establishments and offices are designed to offer an industry standard level of service which prioritises the daily cleaning of hygienic areas such as toilets and sinks.
- 4.2 The Council, like other organisations, is now required to take additional precautionary measures across services and schools to reduce the spread of Covid-19 (Coronavirus). In respect of cleaning this can be done by ensuring that surfaces and other 'touch points' within its offices and educational establishments are cleaned more regularly and thoroughly throughout the day, than would normally be the case.
- 4.3 Since February 2020 and primarily due to Covid-19, cleaning staff have been using antibacterial products on surfaces and hygienic areas and undertaking additional cleaning to touch areas such as door handles, which was introduced across the school and office estate to minimise the chances of disease transmission.
- 4.4 The CMT recently agreed to recruit a number of cleaning staff. These staff have been used to temporarily replace staff who are unable to work due to shielding, underlying health issues, self-isolation or illness.
- 4.5 In addition to these mitigating measures, the service have been purchasing an increasing amount of hygienic supplies such as soap, hand gel, antibacterial wipes and PPE which is now required on an ongoing basis to ensure our staff and pupils are protected, in line with the most recent Government advice.

5.0 PROPOSALS

- 5.1 As lockdown restrictions are eased and staff begin to return to work and pupils return to school and early years' establishments, there is a requirement that cleaning regimes are sufficient to ensure establishments and premises continue to be a clean and safe environment.
- 5.2 Employees, pupils and parents' perceptions of improved cleaning will be an important aspect of how confident they will feel returning to school or the workplace. It is therefore essential that an enhanced cleaning regime which will involve daily cleaning to all areas is put into place as lockdown restrictions are eased. This requires improving the frequency and quality of cleaning complements other physical adaptations which may be required across establishments, offices and customer access points. The service has worked closely with health and safety to ensure its proposals mitigate the risks associated with reopening offices and educational establishments. The proposals also complement the current personal responsibility guidelines on handwashing and social distancing and fulfil the Scottish Government's requirements as set out in its strategic framework for re-opening schools.
- 5.3 There are currently 77.3 FTE cleaning staff employed by Inverclyde Council. In educational establishments, the cleaning hours required are determined by the total floor space. There are an average of 1.6FTE (primary) and 6.6FTE (secondary) cleaning staff, who normally work in the morning in part of the school and then the remainder of the school is cleaned in the evening. Only the secondary schools have a day cleaner, which leaves 5 early years establishments and 18 primary schools with no day cleaner provision. The four schools which are currently managed by FES already have an enhanced cleaning regime and, within the secondary schools, also have day cleaning. Officers will work with FES in the two PPP primary schools to ensure these are cleaned to the standard set out in this paper.
- 5.4 Janitorial staff in non PPP schools do not currently have specific responsibilities for cleaning within their establishment. Nevertheless, many do voluntarily undertake cleaning duties if there are spillages or flooding or help out when there are absences
- 5.5 Currently, a typical clean of a school would involve a daily clean of toilets, sinks, surfaces and emptying bins. Vacuuming, the mopping of floors, dusting and cleaning glass panels on doors occurs every other day. Within an office environment, all of these cleaning activities are

undertaken daily.

- 5.6 The cleaning regime in our childcare hubs for vulnerable children and keyworkers already provide more regular cleaning of surfaces, toilets and bins for a limited amount of pupils. When all schools re-open to pupils, the cleaning requirements will inevitably need to increase across the school estate.
- 5.7 To enhance the current cleaning regime in all our establishments in order that all required cleaning duties are carried out on a daily basis, as summarised in paragraph 5.5 above, will require an additional 12.3 FTE cleaning staff. The provision of day cleaners in all establishments will require an additional 21.7 FTE, resulting in a total requirement of an additional 34 FTE.
- 5.8 In order to assure the consistency in the quality of cleaning in all our educational establishments and to better support attendance of our cleaning staff, increased capacity at supervisory level is necessary. It is therefore proposed to create 3 x 20hr term-time cleaning area officer posts to oversee the 53 establishments which we have responsibility for cleaning. These posts would also ensure there is adequate training for staff, would improve the consistency in quality across sites and provide increased capacity to redeploy staff where it is required, at short notice.

6.0 IMPLICATIONS

6.1 Finance

These costs are included in the COVID-19 Cost Centre and Members will be asked to identify how these costs are met as part of a future report to the Policy & Resources Committee
Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Cleaning	Employee	20/21	£475,000		Increased staffing for 6 months
Cleaning	Materials	20/21	£25,000		Increased materials

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

6.2 Legal

There are no legal implications arising from this report.

6.3 Human Resources

Contracts will be for an initial 6 month period.

6.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

There are no repopulation proposals.

7.0 CONSULTATIONS

7.1 The CMT support the proposals in this report.

8.0 BACKGROUND PAPERS

8.1 None.