**ROTA (WEEK COMMENCING): EXAMPLE - Monday 1 Mar 2021**

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| --- | --- | --- | --- | --- | --- |
| **Description** | **Method** | **Frequency** | **Day (Please ✓)** | **Supervisor Initials** | **Notes** |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
| High traffic objects (door handles, light switches, office phone etc) | Clean all items that are touched regularly with disinfectant, warm water and disposable cloth | Regularly and after each session |  |  |  |  |  |  |  |  |  |
| Items used by members at each session - chairs, workstations, tools, machinery, equipment etc | Clean with disinfectant, warm water and disposable cloth. Dry with disposable paper towels*If tools/machinery are shared by members, it is recommended that members clean after each use* | After each session and after each members’ use if shared |  |  |  |  |  |  |  |  |  |
| Kitchen area(s) | Clean kitchen area with disinfectant, warm water and disposable cloth | After each session |  |  |  |  |  |  |  |  |  |
| Kitchen – fridge, kettle and microwave | Wiped with disinfectant and warm water after each use | After each use |  |  |  |  |  |  |  |  |  |
| Toilet area(s) | Wash sinks, taps, counters, soap dispensers, toilet handles, cubical handles, toilet etc with warm water, disinfectant and disposable cloth. Use toilet cleaner for toilet bowl | After each session |  |  |  |  |  |  |  |  |  |
| Bins emptied | Bag removed and placed in outdoor bin. Replace bag and wash hands thoroughly | After each session |  |  |  |  |  |  |  |  |  |
| Vacuum and mop floors | Vacuum to remove dirt and dust from floor surfaces. Mop with warm water and disinfectant. Clean mop at the end with disinfectant | Daily |  |  |  |  |  |  |  |  |  |
| Sanitiser stations | Clean with disinfectant, warm water and disposable cloth. Dry with disposable paper towels | After each session |  |  |  |  |  |  |  |  |  |
| Signage | Checks to ensure appropriate signage is in place and prominently displayed for appropriate areas | Daily |  |  |  |  |  |  |  |  |  |

***PLEASE ALSO REFER TO*** [***SMSA REOPENING GUIDANCE***](https://scottishmsa.org.uk/wp-content/uploads/SMSA-Covid-19-Reopening-Guidance-for-Mens-Sheds.pdf) ***– APPENDIX 5: TOILET FACILITIES***

 ***It is recommended that those carrying out cleaning duties and disposing of waste should wear the appropriate PPE
(disposable face mask, gloves and apron) and windows should be opened (if possible) whilst cleaning takes place***

***If you are cleaning and disinfecting after a known or suspected case of COVID-19, please refer to the***[***guidance on cleaning in non-healthcare settings***](https://hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/)