

***Novaschool centres cleaning and disinfection procedures***

- Novaschool has a cleaning team to carry out the cleaning tasks of the facilities daily and adapted to the COVID-19 situation following the protocols defined by the authorities. *"PROCEDURE FOR CLEANING AND DISINFECTION OF SURFACES AND SPACES FOR THE PREVENTION OF CORONAVIRUS IN THE AUTONOMOUS COMMUNITY OF ANDALUCIA"*
- During the day, we have provided the reinforcement in terms of cleaning and disinfection of the facilities, surfaces and materials used in the educational centre, paying great attention to door knobs, counters, tables, and other elements of the centres such as furniture, handrails, vending machines, floors, telephones, and other items with similar characteristics. Cleaning bins will also be more frequent. Special attention will be paid to the elements that have been used during the day and to the spaces with the highest traffic of students or staff.
- At the end of the day, the cleaning and disinfection processes continue in all the facilities used by workers and / or customers, both common and that of the workplaces themselves, with special focus placed on counters, tables, keyboards, payment terminals, touch screens, work tools and other elements susceptible to manipulation.
- Periodically necessary equipment or furniture will be removed for disinfecting.
- Daily inspection of the bathrooms including taps and door knobs of the toilets as well as increasing the number of times a day these facilities are inspected.
- Adequate ventilation of the facilities of the centre will be guaranteed.
- Use of vinyl gloves and masks by cleaning staff and to carry out different cleaning tasks, frequently changing or disinfecting them.
- Use of products for the disinfection of areas and spaces such as 'Bacterclhor' or similar specialised products for use in educational centres, diluted in water in the proportion indicated by the manufacturer.
- Installation of disinfectant gel and paper in different locations so that clients and / or workers can clean their hands frequently, reinforcing the hygiene in the facilities of the educational centre.

- Uninstallation of all roll toilet paper dispensers for the acquisition and installation of industrial service-to-service dispensers.
  
- Daily washing and disinfection of uniforms. Textile garments must be washed mechanically in washing cycles at 60 / 90°C.
- Daily cleaning of vending machines, especially in the periods of highest frequency of use.
- The elevator in the centres where there is one, will be cleaned after use, although its use will be limited to the essential minimum.
- Doors and windows of classrooms or workspaces will remain open as long as the weather allows to ventilate the spaces.
- A cleaning control record will be placed in each building and in the toilets to ensure that the facilities are safe for use.

**These protocols are subject to updates depending on the measures determined by the competent authorities.**