

Task Number	Task Title	Description of Task
1	<b>Introduction</b>	<p>This procedure describes the arrangements concerning the cleaning of accommodation and equipment. All internal surfaces and furnishings are scrubbable / washable with hard flooring throughout for easy disinfection. As far as practicably possible, we use environmentally friendly and dog-friendly cleaners that are still effective in their cleaning properties. All products are effective, suitable and safe against pathogens that pose a risk to dogs. They will be used, stored and disposed of in accordance with manufacturer's instruction and used in a way which prevents distress or suffering to the dogs. As part of the induction training, new staff will be trained on the cleaning regimes as per this procedure.</p> <p>Edit: This procedures has been reviewed and amended in response to the COVID-19 Pandemic and the subsequent guidelines issued by the Canine and Feline Sector Group (CFSG) (<a href="http://www.cfsg.org.uk/coronavirus">www.cfsg.org.uk/coronavirus</a>) issued on 29.04.20.</p>
2	<b>Cleaning products</b>	<ul style="list-style-type: none"> <li>• Vinegar solution for cleaning windows, cleaning floors, wiping down fences, cleaning off surfaces etc. Vinegar is an excellent antimicrobial cleaner and has many purposes, it is 100% safe to use around dogs and humans. It does not irritate on contact and it does not create dangerous vapours and it can be swallowed with absolutely no harmful side effects.</li> <li>• Anigene HLD4V High Level Disinfectant in suitable for a range of surfaces and pet areas both indoor and outdoor including kennels, yards etc as well as for disinfecting equipment and appliances. This bacterial, fungicidal, viricidal and sporicidal product is widely used in veterinary practices and is highly effective against MRSA, Bordetella bronchiseptica, Pasteuella multocida, Campylobacter jenuni, Influenza, Parainfluenza, Herpes, Morbillivirus any many other pathogens (see Safety Data Sheet for further details). It will be diluted according to manufacturers instructions and used for the cleaning of floors and hard surfaces as well as the spraying or wiping down of dog bowls, toys etc (which will be washed with hot water after following disinfection). It will not be used while dogs are present.</li> <li>• Antibacterial kitchen/bathroom cleaner, for the cleaning of the kitchen, bathroom and staff room area in the caravan.</li> <li>• Antibacterial washing up liquid for the cleaning of dog bowls and utensils and other equipment etc</li> <li>• Antibacterial handwash for the bathroom</li> </ul>

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		<ul style="list-style-type: none"> <li>• Antibacterial hand gel will be available in the kitchen area, main daycare barn and quarantine kennel.</li> <li>• L10 high grade veterinary disinfectant. This is a broad spectrum veterinary disinfectant used by leading breeders, zoos and vets. It is active against bacteria, viruses, fungi and spores. It is an excellent product in achieving a high level of biosecurity effectively and safely as it poses no hazard to humans or animals. It comes in a spray form and is used to 'mist' animals in order to disinfect their coats.</li> <li>• HiBiScrub chlorhexidine gluconate is a hospital strength broad spectrum anti-microbial scrub, dermatologically tested and effective against a wide range of bacteria, viruses, yeasts and fungi.</li> </ul>
3	<b>Daily Cleaning Regime</b>	<p>Alpha Dog Canine Daycare Centre shall issue each dog with its own collar, lead and tag, which shall not be shared with other dogs. Between uses collars and leads will be disinfected and stored in sealed, individually labelled plastic bags.</p> <p>When dogs are collected (following social distancing guidelines) Alpha Dog staff will wear surgical gloves and will use our own assigned collar and lead. Once secured, each dog will be misted with L10 disinfectant before being transported in a pre-cleaned vehicle directly to site. Once on-site dogs will be walked through the foot bath (containing diluted HiBiScrub) before entering the daycare barn.</p> <p>Similarly, dogs being dropped off by owners will be have their own collars and leads removed in the yard area (a safe zone) and (following social distancing guidelines) called to staff before the dogs' 'daycare' collar (with ID tag) is put on and the dogs misted with F10 and walked through the foot bath. Hand sanitiser gel is available in the car park area for owners to use and gate handles and catches will be disinfected with Anigene spray between clients.</p> <p>At the end of each dogs' session, before each dog returns home, they are misted with F10 and walked through the foot bath before being transported home. With staff wearing surgical gloves, dogs 'daycare' collars and leads are removed in a pre-arranged (with owner) safe zone and returned into their home.</p> <p>Likewise, dogs that are collected by their owners will be misted with F10 and walked through the foot bath before their 'daycare' collar removed in the yard area (a safe zone) and called by their owners.</p>

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		<p>Once with their owner, their own collar and lead will be put on and the dogs put in their own vehicle by their owners. Hand sanitiser gel is available in the car park area for owners to use and gate handles and catches will be disinfected with Anigene spray between clients</p> <p>If dogs require feeding during the day, owners are asked to leave food in disposable bags or trays as opposed to tuperwear containers.</p> <p>At the end of every day, all floors and surfaces should be swept and mopped with Anigene disinfectant, diluted according to manufacturer's instructions.</p> <p>All dog bowls and utensils etc should be washed in the kitchen using the designated 'dog washing up bowl' firstly using disinfectant, diluted according to manufacturer's instructions. Items should then be washed with antibacterial washing up liquid, rinsed and dried. Any damaged equipment should be disposed of in the general waste bin.</p> <p>Dog toys should be checked for damage, disinfected, rinsed and dried and tidied away into their storage box after each dog has finished playing with it. Any damaged toys should be disposed of in the general waste bin.</p> <p>Grooming brushes should be kept in good condition and cleaned and tidied away at the end of each day. If provided by the owner, the brushes should be used for the at particular dog only and be sent home with the dog at the end of the day.</p> <p>Any uneaten dog food will be disposed of immediately in the general waste bin.</p> <p>All vehicles used for the transportation of dogs will be disinfected after every use.</p>
3	<b>Weekly Cleaning Regime</b>	<p>All surfaces in indoor areas including daycare barn and static caravan will be vacuumed and thoroughly cleaned at the end of each week using disinfectant diluted in hot water according to manufacturer's instructions. All toys will be cleaned with disinfectant and thoroughly washed and dried. Dogs will not be present during the weekly cleaning regime.</p> <p>Any towels used for dogs will be taken away at the end of each week and washed on a 90 degree cycle.</p> <p>Hand towels will also be taken away at the end of each week and washed on a 90 degree cycle.</p>

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		<p>Dog drinking and feeding bowls will be disinfected at the end of each day therefore will be clean and ready for use at the beginning of each day/week.</p> <p>Soft furnishings such as blankets, beds etc will be washed when necessary.</p>
5	<b>Staff</b>	<p>Staff should wash their hands regularly in the bathroom using hot water and antibacterial handwash provided. Antibacterial hand gel is also available around the site and should be used regularly. Clean hand towels and paper towels are available for hand drying and should be disposed of in the bins provided. Staff will be trained in the disposal of waste as per this procedure as part of their induction training.</p>
6	<b>Dog Waste Management</b>	<p>All dog waste must be immediately picked up in a dog waste plastic bag and a knot tied in the top. It should be placed in the labelled 'dog waste bin', located outside, next to the door to the outdoor play paddock. At the end of every day the bin liner of the dog waste bin containing bags of dog waste should be removed from the bin and placed in the outside Biffa waste bin (located next to the static caravan) where it will be removed by our waste contractor. A fresh bin liner should be placed in the dog waste bin at the start of every day.</p> <p>Any residual dog waste left in the outside play paddock that cannot be picked up should be hosed into the ground immediately. If a dog urinates inside the daycare barn it should be mopped up immediately using the mop and bucket provided, ensuring the water contains vinegar to act as a disinfectant.</p> <p>Staff should always wash their hands with soap and water or sterilising gel after handling dog waste.</p> <p>Soft furnishings such as blankets that have been soiled will be wrapped and disposed of in the 'dog waste bin' and disposed of in the Biffa waste bin.</p>
7	<b>Quarantine Kennel</b>	<p>The quarantine kennel is located at the bottom of the site next to the static caravan therefore any potential infected dog is isolated from the others. The floor of the quarantine kennel has vinyl flooring for sanitation purposes. Disinfecting cloths etc will only be used in the quarantine kennel and disposed of when finished with. There is a designated (and clearly labelled) mop and bucket, toys, bowls and bedding. These items will be stored inside the quarantine kennel in a sealed plastic bag, ready for immediate use and will be solely used for the quarantine kennel.</p>

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		<p>Staff attending a sick dog in the quarantine kennel will wear separate footwear and a disposable overall which will be kept in the isolation unit and not removed, other than for the disinfecting of footwear. Overalls should be disposed of in a sealed plastic bag. Sterilisation gel is available immediately next to the kennel and designated staff will attend a sick dog wherever possible to prevent the spread of disease. If not, staff will only visit the sick dog after leaving the daycare barn. The quarantine kennel will be thoroughly disinfected after use as well as all equipment. Bowls and toys will be sterilised using disinfectant and unsoiled bedding washed on a 90 degree wash.</p> <p>Any excreta or soiled bedding will be immediately removed, sealed and placed directly in the Biffa wheelie bin at the bottom of the yard.</p> <p>The floors, walls and all other surfaces will be thoroughly disinfected after use and clean bedding and equipment replaced, ready for its next use.</p>
8	Storage	<p>All cleaning products will be stored in a cupboard in the static caravan which is separate from the daycare barn and where dogs do reside. When needed in the daycare barn, they will be stored in a high cupboard, out of the reach of dogs and locked for extra security. Indoor and outdoor bins will be kept off the ground and/or secure at all times to prevent dogs from accessing them. Food is prepared on the kitchen units and any spills cleaned up immediately.</p>

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