

Work Instruction: Covid-19 cleaning

Introduction:

CSCS Limited cleans a wide variety of buildings and equipment at Charles Sturt University.

Scope:

This procedure provides recommendations for cleaning and disinfection of the environment where people suspected or confirmed to have COVID-19 infection may have been.

COVID-19 is a respiratory illness caused by a virus. Symptoms range from a mild cough to pneumonia. Some people recover easily, others may get very sick very quickly. There is evidence that it spreads from person to person. Good hygiene can prevent infection.

COVID-19 is spread from person to person most likely through close contact with an infectious person contact with droplets from an infected person's cough or sneeze; or touching objects or surfaces (like door knobs or tables) contaminated by cough or sneeze droplets from a person with COVID-19 infection, and then touching your mouth or face.

Purpose:

The purpose of this procedure is to provide CSCS Limited cleaning staff with a reference tool and guideline for cleaning and disinfection and to prevent transmission of COVID-19 while cleaning.

Aim:

The aim of this procedure is to provide CSCS Limited cleaning staff with a guide to returning buildings/areas to safe operational status.

Safety Guidelines:

Refer CSCS Online Induction Series

- Cleaners must have undertaken Covid-19 cleaning training prior to commencement.
- Cleaners must be familiar with the Covid-19 cleaning management plan, developed by the management team and acting supervisor relevant to the event prior to commencement.
- *Good hygiene measures and consistent use of appropriate personal protective equipment is mandatory.*
- *Never enter a room if the person with suspected or confirmed COVID-19 remains in the room.*
- *Prior to commencement ensure the area has been secured and signed posted by the relevant authority.*

NB: Always assess each job for dangers and hazards. Never place yourself or others at risk. If unsure please contact Supervisor prior to commencing work.

Recommended Equipment:

- Personal protective equipment (PPE) Mask, Gown, Safety Glasses, Disposable Gloves
- Cleaning equipment and solutions
- Waste bag (New Bin Liner)
- Designated lined wheelie bin
- Alcohol-based hand rub or access to soap and running water

The purpose of personal protective equipment is to reduce the risk of direct contact with contaminated surfaces and harmful chemicals

Procedure

Process step 1

If possible delay cleaning 24 to 72 hours before commencement

Process step 2

Gather the items needed for cleaning before entering the area and cleaning begins.

Put on the recommended personal protective equipment before entering the area:

1. Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
2. Put on a disposable apron. Fasten the back of the apron at the neck and waist.
3. If the person with suspected or confirmed COVID-19 is in the area to be cleaned put on a surgical mask. Secure the ties of the mask at the middle of the head and neck. Fit the flexible band to nose bridge and ensure mask is fitted snug to face and below the chin. Do not touch or adjust the mask until you are ready to remove the mask. Ensure the mask always covers both the nose and mouth and don't let it dangle from the neck. If wearing a mask, it should be either on or off.
4. Put on protective eyewear to protect your eyes from the cleaning fluids.
5. Put on disposable latex or vinyl gloves. **DO NOT TOUCH YOUR FACE**
6. Assess area and identify hazards (report any issues - refer to CSCS Injury/Hazard/Incident Report Form)

Process step 3

Once you enter the area, avoid touching your face and don't touch or adjust your face mask if one is worn.

Once the person with suspected or confirmed COVID-19 has vacated the room, cleaning can commence immediately. The room and all hard surfaces in the room should be physically cleaned. All furniture, equipment, horizontal surfaces and all frequently touched surfaces (e.g. door handles) should be thoroughly cleaned.

Recommended disinfectants:

Use King Hit diluted at a rate of 1-20 or Trifecta diluted at a rate of 1-1 (Neat), wiped undiluted onto surface with a folded paper hand towel. Avoid inhalation, do not atomise Trifecta at 1-1.

Use Cleankill diluted at a rate of 20 to 40-1, wiped onto surface with a recommended microfiber cloth or single use folded paper hand towel. Recommend interleaf paper towel.

Apply wet and allow a minimum of one minute dwell time for disinfectants to dry.

Process step 4

Once cleaning is completed, place all disposable cleaning items in the rubbish waste bag and then in designated bin. Waste does not need any additional handling or treatment measures. Reusable cleaning items, such as mop heads, should be cleaned as per the cleaning recommendations below.

Process step 5

People should use the following process to safely remove personal protective equipment:

1. Remove and dispose of gloves. The outside of gloves is contaminated. Remove gloves being careful not to contaminate bare hands during glove removal.
2. Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
3. Remove and dispose of apron. The apron front maybe contaminated. Untie or break fasteners and pull apron away from body, touching the inside of the apron only.
4. Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
5. Remove protective eyewear/face shield. The outside of protective eyewear/face shields maybe contaminated. Remove eyewear/face shield by tilting the head forward and lifting the head band or ear pieces. Avoid touching the front surface of the eyewear/face shield. Reusable protective eyewear should be placed into a container and washed in detergent and water and allowed to completely air dry.
6. Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
7. Remove and dispose of surgical mask if worn. Do not touch the front of the surgical mask. Remove the surgical mask by holding the elastic straps or ties and remove without touching the front.
8. Clean your hands. This can be done with either liquid soap and running water or alcohol-based hand rub.
9. Personal protective equipment and disposable cloths/paper towel can be disposed into general waste.
10. Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of sanitising solution stored and allowed to dry completely for 72 hours before re-use.

References:

CSCS Online Induction Series

[Home - Charles Sturt Campus Services - Charles Sturt University](#) – Staff Resources