

## ANNEXURE 8.2

### **CLEANING AND DISINFECTING PROCEDURE**

Cleaning and disinfecting are two (2) different processes:

**Cleaning** means physically removing germs, dirt and organic matter from surfaces.

**Disinfecting** means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

**Note:** A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

#### **1. Routine cleaning**

Workplaces including construction sites should clean surfaces at least daily. Special attention should be given to frequently touched surfaces (e.g. tabletops, door handles, light switches, desks, toilets, taps, kitchen surfaces, cupboard handles, and etc.). Ideally, once clean, surfaces should also be disinfected regularly. Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Surfaces and fittings should be cleaned more frequently when:

- Visibly soiled
- Used repeatedly by a number of people, and
- After any spillage.

For routine cleaning, disinfectants are usually only necessary if a surface has been contaminated with potentially infectious material. For this reason, when and how often a workplace should undertake disinfection as part of routine cleaning will depend on the likelihood of contaminated material being present at the workplace. For example, in a busy area such as toilet facilities with many employees entering each day, more frequent disinfection is recommended to prevent the spread of COVID-19.

#### **2. How to clean**

Use the following steps to clean an environment:

- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers;
- Wash reusable gloves with detergent and water after use and leave to dry;
- Clean hands immediately after removing gloves using soap and water or hand sanitiser;



- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs;
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first;
- Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing;
- Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes;
- It is advisable to use a hand-lotion after washing your hands to protect against skin irritation

### **How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?**

- If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination;
- Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection;
  - **Clean and disinfect hard surfaces using either:** a physical clean using detergent and water followed by a clean with bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores.
  - **A physical clean using a combined detergent and bleach solution (2-in-1 clean) made up daily from a concentrated solution.**
- Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste;
- There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas;

**Note:** Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.

- Those cleaning an area of suspected contamination need to be equipped with appropriate PPE. This includes disposable gloves and safety eyewear to protect against chemical splashes;
- If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron.



- Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient before putting on and after removing PPE;
- 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 disinfectant and allowed to dry completely before re-use.

### **Hard surfaces**

- In most circumstances, cleaning with detergent and water is sufficient;
- Disinfectants containing  $\geq 70\%$  alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging;

### **Soft or porous surfaces**

- For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used;
- Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements;

### **Using disinfectants safely**

- Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS);
- Do not use different types of disinfectants together;
- Store your disinfectants safely and securely, out of direct sunlight and away from heat sources;
- For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

### **PPE to use when diluting and using disinfectants includes:**

- Gloves, elbow-length if available, and
- Eye protection (safety glasses, not prescription glasses).

### **Disposal or cleaning of materials and PPE**

- Reusable, washable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine;
- Wear disposable gloves to handle used cloths, PPE and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves;



- Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry.