



## COVID-19 Office Cleaning Procedure

Date: 26-May-20

Rev: 1

**Use Precautionary Principle: Treat all surfaces as though they contain COVID-19 Virus, Avoid touching face and wash hands or sanitize. Town employees practicing physical distancing (2m), maintaining good hygiene (wash or alcohol-based sanitizer) and performing regular cleaning and disinfection of high-touch surfaces are the best means of defense against SARS-CoV-2 (COVID-19).**

### **CORONAVIRUS (COVID-19) Exposure Prevention**

During COVID-19 the goal is to disinfect surfaces in the workplace that are responsible for transmission (kill germs on surfaces that we touch). Proper cleaning and disinfection of work stations, equipment, tools and vehicles are essential measures that are required to prevent the spread of COVID-19 in the workplace. IPAC (Infection Prevention and Control), CDC, federal, provincial and local public health authorities recommend effective and ongoing cleaning actions (cleaning and disinfection) to help contain the transmission of COVID-19 in the workplace.

- Twice daily cleaning followed by disinfection is the very best method to prevent the spread of COVID-19 in the workplace.
- High-touch surfaces should be cleaned and disinfected twice per day.
- Don't use dried out wipes for disinfecting equipment and surfaces.
- Always follow the manufacturer's / SDS directions for use.

### **Cleaning and Disinfecting Workplace During COVID-19**

Proper cleaning and disinfection are key to stop the spread of COVID-19 in the workplace. Public Health Ontario recommends that high touch surfaces be cleaned and disinfected a minimum of twice daily or when work surfaces, tools or equipment become visibly soiled. The following information provides practical guidance on cleaning and disinfection procedures to control infectious viruses, such as the novel coronavirus (SARS-CoV-2) and is based on latest scientific evidence.

### **Shared Computer Workstations, Work Surfaces, Tools and Equipment**

Shared equipment should be wiped down twice daily (start of shift and again half-way through). Employees should avoid sharing items where possible and need to remain aware that common / shared items may be contaminated with infected droplets and should always utilize proper hand washing or sanitizer following the use of shared item or work surface. Common work area shared examples include: Service counters, computer workstations, office photocopier and printer touch buttons, telephones, filing cabinets, staplers, hole punch, water cooler, clipboards, coffee pot, kitchen utensils, cups, drawer and cupboard handles.



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### Cleaning of Personal Work Surfaces, Tools and Equipment

Staff are responsible for cleaning and disinfecting of their own single person workstations and tools. Water and detergent (or other cleaning agent) are used to remove heavy soiling (grease and other organic matter) from the surface along with good cleaning practices (cloth used with steady pressure to create friction). Cleaning agents are separate chemicals or combined with disinfectant in one product. All-in-one disinfectant wipes is another option. Most common cleaning chemicals contain ingredients that are effective at killing most germs. Chemicals used for disinfecting surfaces against COVID19 should have a visible D.I.N. (drug identification number) to ensure efficacy against coronavirus. Follow precautions and wear the PPE that is recommended on SDS (Safety Data Sheet) and allow adequate contact time to ensure disinfection.

### Keeping Your Work Station / Work Area / Office Equipment Disinfected

Everyone is responsible for cleaning and disinfecting their own workstation and shared tools to prevent transmission amongst Town of Collingwood staff. In an effort to help staff minimize the potential spread of COVID-19, the following Work Area / Work Station / Equipment Cleaning Procedure has been established to provide guidance to maintaining proper hygiene in office environments and how to sanitize surfaces in personal or shared Town of Collingwood office areas.

### Work Station / Work Area Cleaning Procedure;

Step 1: Prepare area for cleaning by removing any food, beverages, plants, clothing, paper, binders, folders etc. to allow for proper cleaning and disinfection of work surfaces.

Step 2: Gather cleaning supplies and ensure that the disinfecting solution is at least a 70% alcohol-based solution for where disinfecting is required. Read label and follow recommended precautions.

Step 3: Wipe down and disinfect all those commonly shared and high-touch hard and non-porous surfaces (desktop, armrests, chair adjustment levers, door handle, light switch). Use enough disinfectant product so that all surfaces are visibly wet.

Step 4: Wipe down and disinfect all workplace office electronics (keyboard, mouse, phone, computer start button, cell phone) according to manufacturer or in absence of instruction, spray 70% alcohol-based solution into cloth, wipe and then dry thoroughly.

Step 5: Discard cleaning cloth into regular containers. Wash hands with soap and water or an alcohol-based hand sanitizer when completed work station cleaning procedure.