

Annex K. CLEANING AND DISINFECTION GUIDE

All workplaces and production sites operating during Modified Enhanced Community Quarantine and General Community Quarantine conditions need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

A. Key Cleaning Tips

- a. All offices and sites must implement additional cleaning measures in common areas as recommended by the Department of Health and help minimize the spread of COVID-19.
- b. The workspace must be considered, especially those that are frequently used and touched by workers, clients, and visitors.
- c. Regular cleaning of the workplace environment will minimize the spread of infection by reducing workers' contact with contaminated surfaces. In some areas, this may need to be done more than once a day, this assessment needs to be done specific to your site's individual work areas/department's needs.
- d. The virus can be spread from person to person or by touching uncleaned equipment or surfaces. Therefore, areas where the virus is more likely to spread, such as the kitchen, toilet, and other common spaces must be more frequently cleaned.
- e. Physical distancing must be practiced when cleaning offices and sites with the following reminders.
 1. Regular cleaning must be scheduled and recorded.
 2. Suitable cleaning products must be used, following the manufacturer's instructions for use. When choosing an appropriate cleaning product, factors to be considered include what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.
 3. Disposable cloths may be used if available. Reusable clothes must be disinfected and dried after use, as bacteria and viruses can still survive on damp cloths.
 4. Disposable gloves must be used when cleaning and handling soiled items and must be properly disposed of.
 5. Hands must be washed immediately after removing gloves or after handling the same items.
 6. Touching one's face while wearing gloves must be avoided.
- f. Common internal touchpoints must be frequently cleaned including:
 1. Coffee machines, photocopiers, and water stations.
 2. Common pens for a sign-in sheet to the site.
 3. Doors/door handles
 4. High-touch surfaces such as stairs, handrails, door handles, table tops, elevator buttons, microwaves, and other kitchen surfaces.
- g. Screens and tables must be wiped after use, including iPads, photocopiers, digital check-in scanners, and desktop stations.
- h. Floors must be cleaned with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- i. Wash items such as towels, tea towels, and other fabrics and must be dried thoroughly outside or with a dryer.

B. Disinfecting cleaning aids

- a. Cleaning aids, such as cloths or mops, must be germ-free, or else these can spread germs to other surfaces.
- b. For cloths and sponges:
 1. Disposable cloths or paper towels must be used when possible.
 2. Reusable cloths and sponges must be disinfected or washed and dried after each use.
- c. For brushes:
 1. Brushes must be washed in a dishwasher regularly or cleaned with detergent and warm water after each use.
 2. Brushes must be dried before being used again.
- d. For mops and buckets:
 1. Two buckets for mopping must be used – one for detergent and the other for rinsing.
 2. Mops and buckets must be cleaned and dried after each use.

C. Site cleaning

- a. Before leaving the workplace at the end of the working day or end of each shift, any tables/surfaces must be wiped down with soapy water or cleaning agents. All workers must be checked out of the site, and a daily record must be kept.
- b. Waste and disposable PPE must be securely disposed of.
- c. Door handles, railings, and personal workstation areas must be wiped down with a disinfectant, such as disinfectant wipes. Each worker must be responsible for cleaning their workstation areas with disinfectant wipes or spray cleaner using paper towels.
- d. 'High-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards must be cleaned every day with antiseptic wipes or disinfectant, including bleach solutions.

D. Cleaning bathrooms, toilets and showers

- a. Toilets must be cleaned with a separate set of cleaning equipment e.g. disposable cleaning cloths, mops, etc.
- b. Sinks must be frequently cleaned.
- c. If the workplace or production site has a shower, shower trays and shower curtains must be frequently cleaned.
- d. If a shower hasn't been used for a while, users must let the hot water run first before using it.
- e. Tiles and grouts must be kept in good condition.
- f. Toilet bowls must be cleaned by flushing after each use.
- g. Limescale must be regularly removed using descaling products.
- h. The toilet seats, handles and rims must be cleaned using a disinfectant.

E. Cleaning Tools and Equipment

- a. Tools and equipment must be cleaned before and after each day's work with fit for purpose disinfectant or disinfecting equipment, concentrating on frequent contact points such as handles.
- b. Workers must clean their hands after handling tools and equipment to prevent the spread of germs.
- c. If possible, tools must not be shared. If sharing cannot be avoided, precautions must be taken, following the handwashing guide before and after each use.

F. Cleaning vehicles

- a. Drivers must be assigned to particular vehicles to avoid the spread of germs.
- b. Vehicles must not be shared if possible. Otherwise, commonly touched areas of the vehicle (steering wheel, handbrake, gear stick, dashboard, handles, etc.) must be wiped down after each use and the drivers and passengers must wash hands before and after using the vehicle.
- c. For vehicles with more than one person, as much distance between people must be observed as possible, the windows must be kept open to keep air circulating and passengers must face towards the window to reduce the spread of germs.

G. Cleaning PPE & Clothing

- a. Work clothes must be placed in washing machines or hand-washed properly. Reusable PPE must be disinfected separately following manufacturing guidelines.
- b. Directions on the labels of laundry or clothing and detergent must be followed when washing and cleaning the same. In general, laundry and clothing must be washed and dried with the warmest temperatures recommended on the label.
- c. When handling soiled laundry, the cleaner must wash his/her hands afterwards. All clothes and towels must be washed with a laundry detergent to prevent germs from spreading. Laundry must not be left in the washing machine as any remaining germs can multiply rapidly.

H. Deep Clean

- a. If a worker is unwell and removed from the workplace or production site, a professional deep clean must be completed in the area/areas identified where the worker was working and has accessed. These areas must be isolated until a 'deep clean' has taken place.