

English	Chinese Simplified (Mandarin)
<b>WorkSafe Cleaning Checklist</b>	<b>WorkSafe 清洁清单</b>
1. Routine Cleaning	1. 日常清洁
<b>What do I need?</b>	<b>我需要什么？</b>
<ul style="list-style-type: none"> <li>▪ Detergent, either as a solution that can be mixed with water, or as wipes; or</li> <li>▪ A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 清洁剂：可以是与水混合的溶液也可以是湿巾；或</li> <li>▪ 清洁消毒二合一溶液，或可用于日常清洁的湿巾。</li> </ul>
<b>When should I clean?</b>	<b>应在何时清洁？</b>
<ul style="list-style-type: none"> <li>▪ Clean your workplace at the end of the workday using a detergent, or a 2-in-1 detergent and disinfectant solution;</li> <li>▪ Focus on: Frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets and toilet doors, taps, TV remotes, kitchen surfaces and cupboard handles;</li> <li>▪ Clean objects and surfaces used repeatedly by lots of people frequently throughout the day using a detergent, or 2-in-1 detergent and disinfectant solution. For example: Trolleys and baskets, checkouts, EFTPOS machines, handrails, elevator buttons</li> <li>▪ Clean surfaces and fittings that are visibly soiled or after any spillage as soon as possible using a detergent, or a 2-in-1 detergent and disinfectant solution;</li> <li>▪ Instruct workers to clean personal property that has been brought to work and is likely to be handled at work or during breaks with a detergent or 2-in-1 detergent and disinfectant solution, or wipes. For example: Sunglasses, mobile phones, ipads, car keys</li> </ul>	<ul style="list-style-type: none"> <li>▪ 每天下班时用清洁剂或清洁消毒二合一溶液清洁工作场所；</li> <li>▪ 重点清洁：频繁触摸的桌面、门把手、灯开关、书桌、厕所和厕所门、水龙头、电视遥控器、厨房台面和橱柜把手等表面；</li> <li>▪ 对一天中被很多人频繁、反复使用的物体和表面用清洁剂或清洁消毒二合一溶液进行清洁。比如：手推车和提篮、付款处、EFTPOS 机、扶手、电梯按钮</li> <li>▪ 表面和设备发现有明显污垢或在发生溅溢（泄漏）之后尽快用清洁剂或清洁消毒二合一溶液进行清洁；</li> <li>▪ 指示员工用清洁剂或清洁消毒二合一溶液或湿巾清洁他们带来上班并可能在上班或中途休息时触摸的个人财物。比如：太阳镜、手机、ipads、车钥匙</li> </ul>

1. How to Safely Clean	1. 如何安全清洁
<ul style="list-style-type: none"> <li>▪ Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment. Also make sure the product is suitable for use on the surface you are cleaning;</li> <li>▪ Instruct workers to wear gloves when cleaning and make sure they know to wash their hands very well with soap and water, or to use alcohol-based hand sanitiser if they cannot wash their hands, both before and after wearing gloves;</li> <li>▪ If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers;</li> </ul>	<ul style="list-style-type: none"> <li>▪ 使用前请阅读清洁产品的产品标识和安全数据表 ( Safety Data Sheet ) 并确保您按照所有说明操作，包括佩戴所有要求佩戴的个人防护设备。您还需确保该产品适用于您要清洁的表面；</li> <li>▪ 指示工人在清洁时佩戴手套，并确保他们知道在佩戴手套前后用肥皂和水彻底清洗双手或在不能用水清洗时使用酒精搓手液；</li> <li>▪ 如有可能，请在清洁时使用一次性手套并在每次用过后将手套丢弃。或者仅在日常清洁时使用可重复使用的手套，不要让员工共用手套；</li> </ul>
<b>After cleaning</b>	<b>清洁后</b>
<ul style="list-style-type: none"> <li>▪ Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 将所有一次性抹布扔进垃圾袋丢弃，或用惯用方式洗涤可重复使用的抹布。</li> </ul>
2. Cleaning if someone in my workplace is suspected or confirmed to have COVID-19	2. 如果我的工作场所有人疑似或确诊感染了 COVID-19 后的清洁

<b>Preparing to clean</b>	<b>为清洁做准备</b>
<ul style="list-style-type: none"> <li>▪ Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points;</li> <li>▪ Open outside doors and windows if possible to increase air circulation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 防止进入疑似或确诊病例用过的区域和共用区域，防止触摸任何已知或可能的接触点；</li> <li>▪ 如有可能打开外面的门窗，增加空气流通。</li> </ul>
<b>What do I need?</b>	<b>我需要什么？</b>
<ul style="list-style-type: none"> <li>▪ A detergent, as a solution that can be mixed with water; and</li> <li>▪ A disinfectant containing <math>\geq 70\%</math> alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach (see the Department of Health website for more information on the correct bleach solution); or</li> <li>▪ A combined detergent and disinfectant solution;</li> <li>▪ Appropriate personal protective equipment for cleaning staff, including disposable gloves and safety eyewear;</li> <li>▪ Provide a disposable apron where there is visible contamination with bodily fluids;</li> <li>▪ A surgical mask if the person suspected to have COVID-19 is in the room.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 可与水混合的清洁剂溶液；以及</li> <li>▪ 含酒精浓度不低于 70% 的消毒剂、季铵盐化合物、氯系漂白剂或氧系漂白剂（请查看卫生部网站正确漂白溶液的更多信息）；或</li> <li>▪ 清洁剂和消毒剂合一的溶液；</li> <li>▪ 给清洁员工的恰当个人防护设备，包括一次性手套和安全护目镜；</li> <li>▪ 在有可见体液污染物的情况下提供一次性围裙；</li> <li>▪ 如果跟疑似感染 COVID-19 的人共处一室，还需外科口罩。</li> </ul>

<b>What should I clean?</b>	<b>应该如何清洁？</b>
<p>Thoroughly clean and then disinfect:</p> <ul style="list-style-type: none"> <li>▪ all areas of suspected or confirmed contamination;</li> <li>▪ any common areas (e.g. break rooms, washrooms), and</li> <li>▪ any known or likely touch points in the workplace.</li> </ul>	<p>彻底清洁并在之后消毒：</p> <ul style="list-style-type: none"> <li>▪ 所有疑似或确认存在污染的区域；</li> <li>▪ 所有共用区域（比如休息室、洗手间），和</li> <li>▪ 工作场所任何已知或可能的触摸点</li> </ul>
<b>How to safely clean</b>	<b>安全清洁的方法</b>
<ul style="list-style-type: none"> <li>▪ Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment. Also make sure the product is suitable for use on the surface you are cleaning;</li> <li>▪ Make sure staff are trained in putting on and taking off personal protective equipment, including washing or sanitising hands between steps;</li> <li>▪ Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 使用前请阅读清洁产品的产品标识和安全数据表并确保您按照所有说明操作，包括佩戴所有要求佩戴的个人防护设备。您还需确保该产品适用于您要清洁的表面；</li> <li>▪ 确保员工训练有素，了解如何佩戴和摘下个人防护设备，包括在每个步骤以后要清洗或消毒双手；</li> <li>▪ 在可能的情况下佩戴一次性手套，并在每次用过后将手套丢弃。在佩戴手套前后要清洗或消毒双手。</li> </ul>
<b>After cleaning</b>	<b>清洁后</b>
<ul style="list-style-type: none"> <li>▪ Dispose of any single-use personal protective equipment, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste;</li> <li>▪ Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 将一次性的个人防护设备、一次性抹布和罩子丢进垃圾袋，外面加裹一层垃圾袋之后扔进生活垃圾丢弃；</li> <li>▪ 对拖把头和一次性抹布等可重复使用的清洁设备进行洗涤，等到干透以后再用。</li> </ul>

<b>Stay informed</b>	<b>及时了解情况</b>
For more information about keeping your work place COVID-19 safe visit <a href="http://www.safeworkaustralia.gov.au/covid-19-information-workplaces">www.safeworkaustralia.gov.au/covid-19-information-workplaces</a> .	欲了解保持工作场所 COVID-19 安全的更多信息，请访问： <a href="http://www.safeworkaustralia.gov.au/covid-19-information-workplaces">www.safeworkaustralia.gov.au/covid-19-information-workplaces</a> 。
Keep up to date with <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a> advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly.	查看 <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a> 及时了解防止 COVID-19 传播的控制建议，包括对正常商业活动的限制措施和如何做出适当回应。
Have a Question? Looking for advice? Call the COVID-19 helpline on (02) 6207 7244 (8am to 8pm daily).	您有疑问或想要寻求建议吗？请拨打 COVID-19 求助热线，号码是：(02) 6207 7244 ( 每天早 8 点到晚 8 点 )。
Subscribe to the Our Canberra email newsletter to get the latest COVID-19 updates via email. Subscribe here: <a href="https://www.act.gov.au/our-canberra/subscribe-to-our-canberra">https://www.act.gov.au/our-canberra/subscribe-to-our-canberra</a>	请订阅 Our Canberra 电邮简讯，通过电邮收取 COVID-19 的最新动态。订阅请点击： <a href="https://www.act.gov.au/our-canberra/subscribe-to-our-canberra">https://www.act.gov.au/our-canberra/subscribe-to-our-canberra</a>