

English	Chinese Traditional (Cantonese)
WorkSafe Cleaning Checklist	「工作安全」(WorkSafe)清潔覆查單
1. Routine Cleaning	1. 日常清潔
What do I need?	我需要哪些東西?
<ul style="list-style-type: none"> • Detergent, either as a solution that can be mixed with water, or as wipes; or • A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning. 	<ul style="list-style-type: none"> • 清潔液，應為可與水混合的液體，或濕紙巾；或 • 二合一清潔加消毒液，或可用於日常清潔的濕紙巾。
When should I clean?	我應何時清潔?
<ul style="list-style-type: none"> ▪ Clean your workplace at the end of the workday using a detergent, or a 2-in-1 detergent and disinfectant solution; ▪ 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; ▪ 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 ▪ 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; ▪ Instruct workers to clean personal property that has been brought to work and is likely to be handled at work or 	<ul style="list-style-type: none"> ▪ 清潔你工作了一天後的工作地方，使用清潔液或二合一清潔加消毒劑； ▪ 重點清潔：經常接觸的表面，如桌面、門把手、電燈開關、書桌、衛生間及衛生間門、水龍頭、電視遙控器、廚房表面及櫥櫃把手； ▪ 清潔一天當中經多人頻繁接觸的物體及表面，使用清潔液或二合一清潔加消毒劑。例如：手推車及購物籃、結帳櫃檯、EFTPOS 電子轉賬機、扶手、電梯按鈕 ▪ 清潔明顯有污垢的或有潑灑了東西後的表面及裝置配件，使用清潔液或二合一清潔加消毒劑；

<p>during breaks with a detergent or 2-in-1 detergent and disinfectant solution, or wipes. For example: Sunglasses, mobile phones, ipads, car keys</p>	<ul style="list-style-type: none"> ▪ 指示員工要清潔自帶的、工作中或中休時會被接觸的個人物品，使用清潔液或二合一清潔加消毒劑，或濕紙巾。例如：太陽鏡、手機、平板、車匙等。
<p>1. How to Safely Clean</p>	<p>1. 如何安全地清潔</p>
<ul style="list-style-type: none"> ▪ 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; ▪ 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; ▪ 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; 	<ul style="list-style-type: none"> ▪ 使用清潔產品前應閱讀產品的標籤及安全數據表(Safety Data Sheet)，確保遵循所有指令，包括必需的個人防護裝備。同時確保產品適用於你要清潔的表面； ▪ 指示員工在清潔時佩戴手套，確保他們知道在帶手套之前和之後都應用梘液和清水徹底潔手，或使用酒精類消毒液潔手； ▪ 可能的話，清潔時使用一次性手套，用後丟棄。否則的話，祇在做日常清潔時才使用可重複使用的手套，且勿在員工之間共用手套；
<p>After cleaning</p>	<p>清潔之後</p>
<ul style="list-style-type: none"> ▪ Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way. 	<ul style="list-style-type: none"> ▪ 棄置所有一次性清潔布至垃圾袋中。或按慣常方式洗滌可重複使用的清潔布。

<p>2. Cleaning if someone in my workplace is suspected or confirmed to have COVID-19</p>	<p>2. 若工作場所中出現冠狀病毒病(COVID-19)疑診或確診病例後的清潔</p>
<p>Preparing to clean</p>	<p>清潔前準備工作</p>
<ul style="list-style-type: none"> ▪ 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; ▪ Open outside doors and windows if possible to increase air circulation. 	<ul style="list-style-type: none"> ▪ 禁止閑人進入疑診或確診病例使用過的區域及共用區域(休息室、衛生間)，禁止接觸已知或有可能的該病例碰過的地方； ▪ 可能的話，打外圍門窗，增加空氣流通。
<p>What do I need?</p>	<p>我需要哪些東西？</p>
<ul style="list-style-type: none"> ▪ A detergent, as a solution that can be mixed with water; and ▪ A disinfectant containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach (see the Department of Health website for more information on the correct bleach solution); or ▪ A combined detergent and disinfectant solution; ▪ Appropriate personal protective equipment for cleaning staff, including disposable gloves and safety eyewear; ▪ Provide a disposable apron where there is visible contamination with bodily fluids; ▪ A surgical mask if the person suspected to have COVID-19 is in the room. 	<ul style="list-style-type: none"> ▪ 清潔液，應為可與水混合的液體；以及 ▪ 消毒液，須含起碼或超過 70%酒精、四銨化合物、氯漂白劑或氧漂白劑(正確漂液詳情請參閱「衛生部」(Department of Health)網站)；或 ▪ 清潔加消毒的混合液； ▪ 為清潔人員準備的正確個人防護裝備，包括一次性手套及安全護目鏡； ▪ 若有地方看起來被體液污染過，還須提供一次性圍裙；

	<ul style="list-style-type: none"> 若冠狀病毒病(COVID-19)疑診者在需要清潔的房間內，你還需要有外科口罩。
What should I clean?	我應該清潔甚麼?
<p>Thoroughly clean and then disinfect:</p> <ul style="list-style-type: none"> all areas of suspected or confirmed contamination; any common areas (e.g. break rooms, washrooms), and any known or likely touch points in the workplace. 	<p>徹底清潔然後消毒:</p> <ul style="list-style-type: none"> 所有疑被或確認被污染了的區域; 所有公用區域(如休息室、衛生間)，以及 工作場所中任何已知或可能的被該病例接觸過的地方。
How to safely clean	如何安全地清潔
<ul style="list-style-type: none"> 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; Make sure staff are trained in putting on and taking off personal protective equipment, including washing or sanitising hands between steps; Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves. 	<ul style="list-style-type: none"> 使用前閱讀各清潔產品的標籤及安全數據表(Safety Data Sheet)，確保遵循所有指令，包括所有必需的個人防護裝備。確保清潔產品適用於需要清潔的表面; 確保員工接受過訓練，知道如何佩戴及脫除個人防護裝備，包括在每步驟之間清潔或消毒雙手; 盡可能使用一次性手套，每次使用後丟棄。戴手套前後均應清潔或消毒雙手。

After cleaning	清潔之後
<ul style="list-style-type: none"> ▪ 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; ▪ Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use. 	<ul style="list-style-type: none"> ▪ 將所有一次性個人防護裝備、清潔布及鋪蓋材料棄置至垃圾袋內，再將其放在另一垃圾袋中，然後按一般垃圾處理； ▪ 洗滌所有可重複使用的清潔設備，包括拖把頭、一次性清潔布，完全晾乾後再使用。
Stay informed	瞭解最新情況
<p>For more information about keeping your work place COVID-19 safe visit www.safeworkaustralia.gov.au/covid-19-information-workplaces.</p>	<p>有關保證你的工作場所免遇冠狀病毒病的詳情請參閱 www.safeworkaustralia.gov.au/covid-19-information-workplaces.</p>
<p>Keep up to date with www.covid19.act.gov.au advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly.</p>	<p>訪問 www.covid19.act.gov.au 網站，及時瞭解冠狀病毒病傳播的防控措施，包括政府對正常商務活動的限制措施，及按情況處理問題。</p>
<p>Have a Question? Looking for advice? Call the COVID-19 helpline on (02) 6207 7244 (8am to 8pm daily).</p>	<p>有疑問？在尋求建議？可致電冠狀病毒病幫助熱綫(COVID-19 Helpline)，號碼 (02) 6207 7244(每日上午 8 時至晚上 8 時營業)。</p>
<p>Subscribe to the Our Canberra email newsletter to get the latest COVID-19 updates via email. Subscribe here: https://www.act.gov.au/our-canberra/subscribe-to-our-canberra</p>	<p>訂閱「我們的坎培拉」(Our Canberra)電郵通訊，可及時獲取冠狀病毒病最新消息。訂閱處：https://www.act.gov.au/our-canberra/subscribe-to-our-canberra</p>