

## Checklist: Cleaning

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our [COVID-19 website](#) for additional measures for your industry.

### 1. Routine Cleaning

#### What Do I need?

- 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.

#### When Should I clean?

- 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 during breaks with a detergent or 2-in-1 detergent and disinfectant solution, or wipes.

**For example:** Sunglasses, mobile phones, ipads, car keys

## 2. How to Safely Clean

- 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 (PPE). Also make sure the product is suitable for use on the surface you are cleaning;
- Instruct workers to wear gloves when cleaning and ensure they know to wash their hands thoroughly 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;

### **After cleaning**

- Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

## 3. Cleaning if someone in my workplace is suspected or confirmed to have COVID-19

### **Preparing to clean**

- 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.

### **What do I need?**

- 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 achieving the correct bleach solution); or
- A combined detergent and disinfectant solution;
- Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear;
- Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids;
- A surgical mask if the person suspected to have COVID-19 is in the room.

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### What should I clean?

- Thoroughly clean and then disinfect:
  - 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.

### How to safely clean

- 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 PPE. Also make sure the product is suitable for use on the surface you are cleaning;
- Ensure staff are trained in putting PPE on and taking PPE off, 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.

### After cleaning

- Dispose of any single-use PPE, 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.

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#### Stay Informed

For more information about keeping your work place COVID-19 safe visit [www.safeworkaustralia.gov.au/covid-19-information-workplaces](http://www.safeworkaustralia.gov.au/covid-19-information-workplaces).

Keep up to date with [www.covid19.act.gov.au](http://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.

Have a Question? Looking for advice? Call the COVID-19 helpline on (02) 6207 7244 (8am to 8pm daily).

Get the latest [COVID-19 updates](#) in your inbox.

