

Cleaning and Disinfecting During COVID-19 Protocol

Purpose

The purpose of this protocol is to describe the cleaning required during the COVID-19 pandemic. Cleaning is one of many steps we can take in order to protect Township of Southgate (Township) staff and the public against infectious diseases such as COVID-19.

Cleaning Products

Commonly used cleaners and disinfectants are effective against COVID-19 and can be used in the workplace. Cleaning products will be provided by the Township. When possible, it is best to use pre-mixed solutions. If you must use a solution that is required to be diluted, carefully read the manufacturer's instructions to:

- Properly prepare solution
- Allow adequate contact time for disinfectant to kill germs
- Wear proper PPE when handling the product

Cleaning Tips

- Use proper PPE when required.
- Refer to SDS sheet for safety information.
- Open windows/doors for ventilation if possible.
- DO NOT touch your face while disinfecting surfaces.
- Wait at least 2 minutes to allow for disinfection to occur.
- For electronic devices, do not spray the cleaner onto the surface directly; spray/soak a cloth first in order to avoid damage.
- Discard wipes, paper towel and worn PPE.
- Immediately wash your hands with soap and water after cleaning.
- Latex or nitrile gloves act as an extra layer of protection but are not a substitute for handwashing.

Common Use Areas and Frequently Touched Surfaces

- Frequently touched surfaces are most likely to be contaminated.
- Sharing of equipment/materials should be avoided when possible.
- Common and frequently touched surfaces must be a part of a regular cleaning schedule and cleaned at a minimum of **twice per day**.
- Additional cleaning must take place when surface is visibly dirty.
- Cleaning of these should ALSO take place at the end of each day as a last task of the day.
- Equipment and materials included in this category are (but not limited to):
 - Light switches
 - Door handles (including vehicles)
 - Toilet handles
 - Faucet handles
 - Counters
 - Photocopiers, printers and fax machines
 - Touch screen surfaces
 - Keypads
 - Handrails
 - Phones (including cell phones)



Desk Workstations

- All employee's that have a dedicated desk workstation must clear their desk at the end of each day. This will ensure that proper cleaning can take place when third-party cleaners are onsite.
- All employees must clean their workstation at a minimum of once per day in order to keep their area clean and disinfected.
- Surfaces that should be cleaned at the workstation include (but are not limited to):
 - Keyboard
 - Mouse
 - Phone
 - Desk
 - Armrests

Kitchen Areas

- Hands must be washed upon entering the kitchen area.
- Once you are done in the kitchen area, all surfaces that were touched must be cleaned including counter, faucets, coffee pot, microwave handle, fridge handle.
- Eating in the lunch room is not permitted.
- Use of shared dishes, cutlery, mugs, etc. is not permitted.
- Cleaning of your own dishes, cutlery, etc. is not permitted and must be taken home to clean.

Fleet Vehicles & Equipment

- Cleaning and disinfecting fleet vehicles and equipment should occur at various times throughout the day by the user. These times includes: the **start of shift, between employee usages**, and at the **end of shift**.
- When cleaning fleet vehicles and equipment:
 - Keep vehicle's doors open for ventilation.
 - DO NOT touch your face while disinfecting surfaces.
 - Clean visible soil from any and all hard surfaces prior to disinfection.
 - Using disinfectant vigorously wipe down the dash, indoor and outdoor door handles, steering wheel, shifter, radio dials/dash touch screens and any other frequently touched items in the vehicle.
 - Be sure to include any areas of the passenger compartment that may have been touched and/or occupied by others.
 - Also wipe down any compartment door handles/exterior touch points that you or others may use during operation.
 - **Wait at least 2 minutes to allow for disinfection to occur.**
 - Discard the wipes used, and carefully remove any PPE worn (see below).
 - Immediately wash your hands with soap and water or use hand sanitizer (with at least 60% alcohol content) until you are able to clean your hands with soap and water.
- All vehicles are required to have hand sanitizer in them at all times.
- All vehicles should have a container for disposal of wipes and PPE. This container should be emptied regularly.
- During the pandemic, and in order to maintain social distancing, only **one staff member should be assigned to one vehicle** at any given time. Remember to keep a distance of at least 6 feet (2 arms lengths) from others as much as possible.