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.

Routine cleaning

What do I need	What	do	l need´	?
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- 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 work day 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

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.

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 ≥ 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

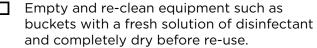




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	A combined detergent and disinfectant solution.		Empty an	
	Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.	_	and comp	
	Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.		Visit the	
	Provide a minimum of Level 1 barrier protection surgical mask or N95 respirator or surgical N95 respirator if the person suspected to have COVID-19 is in the room.			
Wh	nat 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.			
Но	w 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.[W2]			
	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.			
Aft	er 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			



For more information:

Visit the Cleaning information on the Safe Work Australia website.



and completely dry before re-use.

