

CLEANING PROCEDURES DURING COVID-19 PANDEMIC

Introduction

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way to protect workers and campers from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

Workplaces must be cleaned at least daily. Cleaning with detergent and water is usually sufficient. Once clean, surfaces can be disinfected. You should prioritise cleaning and disinfecting surfaces that many people touch.

Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

If equipment is shared between workers, it should be cleaned between uses, where practicable.

Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing alcohol ($\geq 70\%$), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

Cleaning and disinfectant solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in): alcohol in a concentration of at least 70%, **chlorine bleach in a concentration of 1000 parts per million**, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

- > **Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.**

For routine workplace cleaning, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning, and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.

Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace

Note: Disinfectants require sufficient contact time to be effective at killing viruses. If no time is specified, **the disinfectant should be left for ten minutes before removing.**

Standard precautions for cleaning

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Material Safety Data Sheet (MSDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the MSDS.

Recommended cleaning by room / facility

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces/items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

Workplaces are to be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

- > **Where it says "Detergent + Disinfectant" in the table below, this refers to ALDI Power Force Heavy Duty Cleaner diluted 20 ml to 1 L water (for big spray bottles) or 10ml to 500ml water (for small spray bottles).**
- > **This product is a hospital grade disinfectant that kills 99.9% of germs and removes dirt at the same time. Active ingredient is Sodium Hypochlorite 52.5 g/L, available chlorine is 5%.**
- > **The dilution listed above is in accordance with the Australian Department of Health guidelines.**
- > **The cleaning regime following a suspected or confirmed case needs to be supervised by a competent person, which also needs to confirm that the cleaning and disinfecting regime has occurred before re-entry to the affected areas is allowed.**
- > **PPE supplied: Gloves, masks, goggles and gowns. Wear a minimum of gloves & masks for all cleaning duties. Wear goggles and gowns as well, when cleaning up i.e. vomit from children.**

Please use 1 cloth per item you clean i.e. per toilet, per shower, per basin. Remember GREEN cloths are for toilets, YELLOW cloths are for glass/mirrors, ORANGE cloths are for basins & general cleaning, WHITE cloths are for showers. BLUE cloths are not to be used for any cleaning!

Dining Room

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Remember to air the dining room after each meal and wear PPE when cleaning!					
Alcohol based hand sanitiser dispenser	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Rubbish bins	Empty daily, replace bin bag	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Tables	Clean and disinfect table tops after each meal	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Chairs	Clean at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Sink & sink area/ bench top	Clean and disinfect after each meal	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Fridge & microwave	Clean and disinfect door / door handle after each meal	Detergent + Disinfectant	Same + clean whole inside of fridge/microwave	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Equipment such as cupboards, heater etc.	Clean frequently touched surfaces at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door handles, light switches, window handles	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door frames (high touch areas)	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Vinyl Planks in entrance and near sink area	Vacuum daily and mop	Vacuum (HEPA), Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Vinyl Planks in dining area	Vacuum daily, clean food scraps off floor	Vacuum (HEPA), Detergent + Disinfectant	Same + mop	Clean as soon as you become aware	Detergent + Disinfectant
Ceiling	-	Damp dust & detergent	Spot clean incl. cobwebs weekly & wash every 3 years	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Walls	Clean and disinfect touched areas near door and light switches at least daily	Detergent + Disinfectant	Spot clean when needed, Full clean yearly (damp dust & detergent)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Windows	Spot clean frequently touched surfaces at least daily	Detergent + Disinfectant	Seasonal full clean	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

Multipurpose Rooms

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Remember to air multipurpose room and wear PPE!					

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Alcohol based hand sanitiser dispenser	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Rubbish bins	Empty daily, replace bin bag	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Plastic chairs	Clean at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Bean bags	Spray with disinfectant at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Black upholstery chairs	Clean at least daily	Detergent + Disinfectant	Same +Vacuum (HEPA) between parts of seat	Clean and disinfect as soon as you become aware	Vacuum (HEPA) between parts of seat, Detergent + Disinfectant
Equipment such as whiteboard, games box, pool table etc.	Clean at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Computer, keyboard, mouse	Clean at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door handles, light switches, remote control, window handles	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door frames (high touch areas)	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Carpet	-	Vacuum (HEPA), spot clean dirty patches, spray floor with disinfectant	Use this method after each group	Clean and disinfect as soon as you become aware	Full carpet clean with commercial machine + spray disinfectant
Curtains	-	Machine wash on cold	Clean seasonally	Clean as soon as you become aware	Damp dust, spray with disinfectant or machine wash
Ceiling	-	Damp dust & detergent	Spot clean incl. cobwebs weekly & wash every 3 years	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Walls	Clean and disinfect touched areas near door and light switches at least daily	Detergent + Disinfectant	Spot clean when needed, Full clean yearly (damp dust & detergent)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Windows	Spot clean frequently touched surfaces at least daily	Detergent + Disinfectant	Seasonal full clean	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

All Bunk Rooms

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Remember to air the bunk rooms and wear PPE!					
Rubbish bins	Empty daily, replace bin bag	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Equipment such as heaters, shelves etc.	-	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Wooden frame & ladder of bunk beds	-	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Mattresses	-	Detergent + Disinfectant	Spray & wipe down blue covers in between groups, change sheets if no blue covers	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door handles, light switches, window handles	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door frames (high touch areas)	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Carpet	-	Vacuum (HEPA), spot clean dirty patches, spray floor with disinfectant	Use this method after each group, full clean / carpet shampoo annually	Clean and disinfect as soon as you become aware	Full carpet clean with commercial machine + spray disinfectant
Tiles	-	Detergent + Disinfectant	Vacuum and mop in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Curtains	-	Machine wash on cold	Clean seasonally	Clean as soon as you become aware	Damp dust, spray with disinfectant or machine wash
Ceiling	-	Damp dust & detergent	Spot clean incl. cobwebs weekly & wash every 3 years	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Walls	Clean and disinfect touched areas near door and light switches at least daily	Detergent + Disinfectant	Spot clean when needed, Full clean yearly (damp dust & detergent)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Windows	Spot clean frequently touched surfaces at least daily	Detergent + Disinfectant	Seasonal full clean	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

All Bathrooms including staff bathroom

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Remember to air the bathrooms and wear PPE!					
Rubbish bins	Empty daily + replace bin liner	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Basins/vanities incl. taps	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Mirrors	Clean at least daily	Detergent (glass cleaner)	Clean and disinfect between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Toilet	Clean and disinfect at least daily (inside & outside)	Detergent (Deo-bowl) + Disinfectant	same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Toilet brush & holder	Clean handle daily	Detergent + Disinfectant	Clean & spray with disinfectant	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Toilet paper & holder	Refill paper rolls & disinfect metal parts	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Showers & shower bases	Dry out shower base & spray disinfectant on walls, taps, handles, shower floor	Detergent + Disinfectant	Thorough clean & disinfect	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Shower curtains	Put down to dry	Disinfectant	Spray with disinfectant and put down to dry	Wash as soon as you become aware	Machine wash
Bathmats	Replace each day + warm machine wash	Laundry powder	Same	Wash as soon as you become aware	Machine wash
Window sills	-	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door handles, light switches, window handles	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door frames (high touch areas)	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Tiles	Mop if flooded or dirty	Detergent + Disinfectant	Vacuum and mop in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Ceiling	-	Damp dust & detergent	Spot clean incl. cobwebs weekly & wash every 3 years	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Walls	Clean and disinfect touched areas near door and light switches at least daily	Detergent + Disinfectant	Spot clean when needed, Full clean yearly (damp dust & detergent)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Windows	-	Detergent + Disinfectant	Seasonal full clean	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Teacher's ensuited bathrooms	Keep spray bottle with disinfectant, so users can spray in between adults having a shower	Detergent + Disinfectant	Thorough clean, same as other bathrooms	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

Outside toilets & hand washing basins

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Rubbish bins	Empty daily + replace bin liner	Detergent + Disinfectant	Clean in between groups	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Basins incl. taps	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Urinal	Clean and disinfect at least daily (inside & outside)	Detergent + Disinfectant	same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Toilet	Clean and disinfect at least daily (inside & outside)	Detergent (Deo-do-bowl) + Disinfectant	same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Toilet brush & holder	Clean handle daily	Detergent + Disinfectant	Clean & spray with disinfectant	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Toilet paper & holder	Refill paper rolls & disinfect metal parts	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Push doors, light switches	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Door frames (high touch areas)	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Concrete floor	Sweep if littered with leaves	Detergent + Disinfectant	Thorough clean yearly	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Walls	-	Detergent + Disinfectant	Spot clean when needed, Full clean yearly	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

Shared equipment

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Tablets for teachers	Keep in clear cover & disinfect between users	Detergent + Disinfectant	same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Bead boxes	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

Outdoor equipment

	Routine cleaning			Following suspected or confirmed case	
	Daily clean	Method	Between user groups	When?	Method
Playground	-	Detergent + Disinfectant	Spray with disinfectant (backpack sprayer)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant
Sports equipment such as balls etc.	Clean and disinfect at least daily	Detergent + Disinfectant	Same	Clean and disinfect as soon as you become aware	Detergent + Disinfectant

For outdoor adventure activity equipment please refer to separate document on how activities are run during the COVID pandemic.

Waste disposal

- Wear PPE when handling waste: Gloves & mask
- Bins to be emptied daily and bin liners to be replaced
- Tie knot into bin liner and place in green wheelie bins behind kitchen
- When bringing to rubbish tip, the bin liners get taken out of green wheelie bins and loaded onto trailer.