

## 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?

- 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  $\geq 70\%$  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

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- 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.
- Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

### For more information:

Visit the Cleaning information on the [Safe Work Australia website](#).

### 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.