

COVID-19 Cleaning Procedures

1. STAFF INVOLVED:

1.1. CCH staff & volunteers.

2. RESOURCES:

2.1. Cleaning & disinfecting to reduce COVID-19 transmission – DHHS Victoria.

2.2. <https://covid-19training.gov.au> (requires username and password):

2.2.1. COVID 19 - Infection Control Training.

3. PURPOSE:

3.1. This procedure will outline the minimum cleaning requirements of the surfaces at Castlemaine Community House during the COVID-19 Pandemic.

4. RESPONSIBILITIES:

4.1. Staff & Volunteers:

4.1.1. Are responsible for cleaning frequently touched surfaces and any furniture both BEFORE AND AFTER classes and cleaning sweeps.

4.2. Castlemaine Community House:

4.2.1. Is responsible for providing the cleaning chemicals, tools and PPE for staff to be able to appropriately clean the facilities.

5. DEFINITIONS:

5.1. Furniture:

5.1.1. includes tables, chairs, computers etc.

5.2. Cleaning sweeps:

6.2.1. include high-touch surfaces like: door handles and door push plates, buttons, light switches, heater and air conditioning control panels, sign-in table toilet cisterns, bathroom taps, sinks and benches, toilet door locks, hand dryers, paper towel and soap dispensers.

6. FURNITURE CLEANING PROCEDURE:

6.1. Wash or sanitize your hands.

6.2. Wear the PPE provided (gloves, mask, eye wear.)

6.3. Thoroughly wipe down surfaces using detergent (soap) water.

6.4. Using the detergent/sanitiser provided, spray the surfaces of the furniture.

6.5. Using paper towel provided, scrub the surface if it needs it – if not then wipe away the excess product.

6.6. Allow the surface to air dry.

6.7. Dispose of the paper towel and/or gloves in the bin provided.

6.8. Wash or sanitize your hands again.

6.9. When all participants have vacated the room, repeat from step 1 to step 8

7. CLEANING SWEEP PROCEDURE:

- 7.1. Complete a cleaning sweep every 2 hours.
- 7.2. Wash or sanitize your hands
- 7.3. Wear the PPE provided (gloves, mask, eye wear.)
- 7.4. Start at one end of the House
- 7.5. Using disinfectant and paper towel, spray, scrub and/or wipe the following surfaces:
- 7.6. Rooms and Public Areas:
 - 7.6.1. Door handles – inside and out, doorbell buttons.
 - 7.6.2. 30cm radius around door handles – inside and out.
 - 7.6.3. Heater panels and air conditioning panels – the flap and the buttons.
 - 7.6.4. Light switches.
 - 7.6.5. Tables & chairs.
 - 7.6.6. Handrails.
- 7.7. Toilet
 - 7.7.1. The hand wash areas in the toilets – tap fittings and basin.
 - 7.7.2. Soap Dispensers.
 - 7.7.3. The door locks on the toilet stalls.
 - 7.7.4. Toilet paper dispensers.
 - 7.7.5. Button part of the cistern.
 - 7.7.6. Paper towel Dispensers.
 - 7.7.7. Light switch.
 - 7.7.8. Door Handle– inside and out.
 - 7.7.9. 30cm radius around the door handles/push plates.
- 7.9. Change your paper towel often, when it is soiled or disintegrating.
- 7.10. Observe cross-contamination protocols when cleaning. Group risk together (light switch sweep then door handle sweep or go from low risk to high risk in an area.
- 7.12. Dispose of the paper towel as you go and always after using it in a high-risk area
- 7.13. Once the cleaning sweep is complete, put gloves in the bin and wash your hands for at least 20 seconds. Dry your hands with paper towel.