

# ENHANCED CLEANING PROCEDURES – COVID 19

## PURPOSE

To provide guidance for Caretakers to understand their cleaning tasks. This is supported by task assignments for each department that are managed by the Zone Supervisors.

## DAILY ENHANCED CLEANING AT THE START OF YOUR 6AM SHIFT.

- Disposable gloves (vinyl or nitrile) must be worn and changed when a task is changed or every 20 minutes.
- Use heavy duty gloves when dipping in ES64 solution.
- Microfiber clothes, when used, must be changed after every task.
- ES64 must be sprayed or wiped on with a cloth and sit on the surface for 2 minutes before being wiped off, to be effective. Do not rush through the tasks.
- Clorox disinfecting wipes with bleach must leave a visible layer of liquid on the surface for 4 minutes to achieve the appropriate wet contact time to ensure effective disinfection.
- Fresh wipes are to be used on all new surfaces. If a wipe dries out, it must be changed and work continued.

## APPLY ES 64 (SPRAY OR WITH BUCKET AND CLOTH) AND LEAVE ON ALL SURFACES FOR 2 MINUTES BEFORE WIPING OFF

### ENTRANCE DOORS – ES64 (aim to complete several times during business hours, after peak usage)

- Wipe Handles (inside and out)
- Wipe Accessibility Buttons

### ALL PRIMARY/HIGH TRAFFIC STAIRWELL RAILINGS – ES64

- Wipe down all railings

### WASHROOMS – ES64

- Bathroom taps, sinks and countertops
- Paper towel dispenser - side knobs or push bars
- Condom/sanitary napkin dispenser knobs
- Toilet flush handles
- Stall hand bars
- Bathroom stall locks (inside and out)
- Sanitary napkin disposal container lids
- Bathroom entrance door handle (inside and out)

### WATER FOUNTAINS – ES64

- Wipe down push bar/side buttons

### ELEVATORS

- Wipe all push buttons inside and outside the elevator (**\*must use clorox wipes to not damage buttons**) (aim to complete several times during business hours, after peak usage)
- Wipe the railing inside the elevator with ES64

### Classrooms

- Wipe down all the following with disinfectant ES64;
  - Desk tops, study tables, chair arms, tablets, Instructor's Desk, light switches, door handles and chalkboard tray.
  - Collect garbage and recycling from the classroom.
- We will follow this procedure after each class (current staffing once per day).

## Offices

- Wipe down all the following with disinfectant ES64;
  - Light switches and door handles.
  - Collect garbage and recycling from the office or outside door.
  - Occupants responsible for desk tops, tables, chair arms (or upon request)
- We will follow this procedure daily based on use (current staffing once per day to limited offices).

## Common Areas (Reception areas, study lounges)

- Wipe down all the following with disinfectant ES64;
  - Tables, chair arms, light switches, and door handles.
  - Collect garbage and recycling from the space.
- We will follow this procedure for each space daily based on use.

## Non-Common Areas (Staff lunchrooms, board room)

- Wipe down all the following with disinfectant ES64;
  - Tables, chair arms, light switches, appliance buttons and handles, and door handles.
  - Collect garbage and recycling from the space.
- We will follow this procedure for each space daily based on use.

## **EXTRA ENHANCED CLEANING DURING YOUR SHIFT.**

- Disposable gloves (vinyl or nitrile) must be worn and changed when a task is changed or every 20 minutes.
- Use heavy duty gloves when dipping in ES64 solution.
- Microfiber clothes, when used, must be changed after every task.
- ES64 must be sprayed or wiped on with a cloth and sit on the surface for 2 minutes before being wiped off, to be effective. Do not rush through the tasks.
- Clorox disinfecting wipes with bleach must leave a visible layer of liquid on the surface for 4 minutes to achieve the appropriate wet contact time to ensure effective disinfection.
- Fresh wipes are to be used on all new surfaces. If a wipe dries out, it must be changed and work continued.