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.