



COVID-19 Cleaning Procedure

PURPOSE:

This procedure will outline the minimum cleaning requirements of the surfaces at SPCC sites during the COVID-19 Pandemic.

RESPONSIBILITIES:

SPCC staff will maintain the daily Hygiene schedule attached

GROUP LEADERS: Are responsible for cleaning any furniture/equipment they need both BEFORE AND AFTER their sessions and for removing the waste produced by their group if offsite. Also may be responsible for vacuuming and/ or mopping the floor of the room once they have completed their program if they have run a messy program.

SPCC: Is responsible for providing the cleaning chemicals, tools and PPE for Group Leaders to be able to appropriately clean their space and obey infection control. SPCC is also responsible for providing “cleaning sweeps” of the building before, during and after programs as per the schedule if running at 154 Liardet.

DEFINITIONS:

FURNITURE: includes tables, the hard surfaces of chairs, TVs, remotes

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

FURNITURE CLEANING PROCEDURE

1. Order, Collect or receive a cleaning caddy/ cleaning, sanitiser and PPE supplies from SPCC (2 weeks prior)
2. Set up your furniture for your program
3. Wash or sanitize your hands
4. Wear the gloves provided if you're sensitive to detergents
5. Using the Lemon Detergent Provided, spray the surfaces of the furniture you're using
6. Using paper towel provided, scrub the surface if it needs it – if not then wipe away the excess product
7. Allow the surface to air dry
8. Dispose of the paper towel and/or gloves in the bin provided
9. Wash or sanitize your hands again
10. Ensure hand sanitiser and masks is available for participants
11. Run your program
12. When all participants have vacated the room, repeat from step 3 to step 8
13. Put the furniture away
14. Return the cleaning caddy/supplies to the staff on site, or your locked storage space offsite
15. Wash or sanitize your hands again upon leaving

CLEANING SWEEP PROCEDURE (SPCC STAFF ONLY):

1. Complete a cleaning sweep every 2 hours or as per schedule, depending on programming duration and volume of people using the centre
2. Wash or sanitize your hands
3. Wear gloves (always replace them if they break)
4. Start at one end of the centre
5. Using lemon disinfectant and paper towel, spray, scrub and/or wipe the following surfaces (see procedure in cleaner's store for recommended mixing ratio):
6. Rooms and Public Areas:
 - Door handles – inside and out

- 30cm radius around door handles – inside and out
 - Heater panels and air conditioning panels – the flap and the buttons
 - Light switches
 - Tables in the public area
 - The Green Exit button on the main entrance
7. Male and Female Toilets
- The handwash areas in the toilets – tap fittings, basins and benchtops
 - Soap Dispensers
 - The door locks on the toilet stalls
 - The entire front and back of the stall doors
 - Toilet paper dispensers
 - Button part of the cistern
 - Hand dryers
 - Paper towel Dispensers
 - Light switch
 - Door Handle and push plate – inside and out
 - 30cm radius around the door handles/push plates
8. Accessible toilet:
- Handwash area – tap fittings and basin
 - Soap dispenser
 - Hand dryer
 - Handrail on the wall next to the toilet
 - Toilet paper dispenser
 - Hoist remote and sling clip area
 - Adult change table – bed surface, rail and top of motor
 - Button part of cistern
 - Light switch
 - Door handle and push plate – inside and out
 - 30cm Radius around door handle and push plate
9. Change your paper towel often, when it is soiled or disintegrating.
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.
- *While most surfaces have faecal contamination, it is most likely to occur inside the toilet stall and its immediate surroundings, and on the surfaces you touch immediately after using the toilet, such as the soap dispenser and tapware.*
11. Dispose of the paper towel as you go and always after using it in a high-risk area
12. 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.
13. Write down your activity in the SPCC's cleaning register.

RESOURCES, FURTHER READING AND TRAINING:

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

- COVID 19 - Aged Care Module 7 – Cleaning
- COVID 19 - Aged Care Module 1 - Personal Safety Training
- Infection Control Training - COVID 19



Daily COVID19 infection control hygiene schedule - Liardet Centre

9.30-10 am		12.30pm (or between shifts & classes)		4pm-4.30pm	
<i>Disinfection /cleaning area & actions</i>		<i>Disinfection /cleaning area & actions</i>		<i>Disinfection /cleaning area & actions</i>	
Wipe down all touch points in bathrooms	Door handles and stall handles and taps	Wipe down all touch points in bathrooms		Wipe down all touch points in bathrooms	Door handles and stall handles and taps
Wipe down all door handles	Wipe down all door push points			Wipe down all door handles	Wipe down all door push points
Wipe reception counter	Keyboards and mice on all reception computers	Wipe reception counter	Keyboards and mice on all reception computers	Wipe reception counter	Keyboards and mice on all reception computers
Wipe reception benches/tables & desks	Printer and copier buttons	Wipe reception benches/tables & desks	Printer and copier buttons	Wipe reception benches/tables & desks	Printer and copier buttons
Lounge/waiting area	Lounge tables and hands of chairs	Lounge tables and hands of chairs		Lounge tables and hands of chairs	
Lounge/waiting area	Set up hand sanitiser stand			Pack up hand sanitiser stand	
Classroom	Door handles, door push points Classroom tables and chair handles	classroom	Classroom tables and chair handles	Door handles, door push points Classroom tables and chair handles	Classroom tables and chair handles
Computer room	Computer keyboard, mice and desks Door handles, door push points	Computer room	Computer keyboard, mice and desks	Computer room	Computer keyboard, mice and desks Door handles, door push points