

## GIS RISK ADVISORY NOTICE 20: COVID-19 CLEANING GUIDANCE & SAMPLE CHECKLISTS

The following is based on the cleaning requirements set out in the Government of Ireland's *Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers* and the European Centre for Disease Control '*Disinfection of environments in healthcare and nonhealthcare settings potentially contaminated with SARS-CoV-2*' referred to in the protocol.

Item	General Requirements
<b>General</b>	<ul style="list-style-type: none"> <li>• Cleaning is best achieved using a general purpose detergent and warm water.</li> <li>• If disinfection is required, then the item and/or surface must be cleaned before a disinfectant such as household bleach is applied.</li> <li>• Staff should thoroughly clean and disinfect their work area before and after use each day.</li> <li>• Minimize equipment sharing and clean shared office equipment, break room equipment and electronics between uses by different people.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Use disposable cloths where possible and dispose of them after use.</li> <li>• Reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble-dried.</li> <li>• Mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.</li> <li>• If you do not have a washing machine, cloths and mops, following usage, should be cleaned thoroughly with warm water and detergent and then disinfected using a low concentration of household bleach, rinsed and air dried.</li> <li>• Buckets should be emptied after use, washed with detergent and warm water and dried.</li> <li>• Separate cloths should be used for cleaning the toilets and wash hand basins to reduce the risk of spreading germs from the toilets to the wash hand basins. Consider a colour coding system for cloths.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Minimum requirements: Uniform which is removed and frequently washed, and household gloves for all cleaning tasks. A face covering should be worn where a physical distance of 2 metres from other staff cannot be maintained.</li> <li>• Additional requirements: Surgical mask and plastic apron when engaged in cleaning after a suspected case.</li> </ul>
<b>Schedule</b>	<ul style="list-style-type: none"> <li>• A written cleaning schedule, such as the sample checklists below, should be available for cleaning staff which details:             <ul style="list-style-type: none"> <li>- Item(s) and area(s) to be cleaned;</li> <li>- The frequency of cleaning;</li> <li>- Cleaning materials used;</li> <li>- Equipment to be used and its method of operation;</li> <li>- Written cleaning schedules should be available and should be monitored to ensure that they are adequate and are being followed.</li> </ul> </li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>• Increase the number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.</li> <li>• Ensure waste bins are not overflowing.</li> <li>• Use pedal/no-touch bins where possible.</li> <li>• Waste material produced during general cleaning should be placed in the general waste stream.</li> <li>• All contaminated waste (including disposable cleaning equipment) must be double-bagged and securely stored for 72 hours before entering the general waste system.</li> </ul>
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• Improve ventilation where possible by opening doors and windows. This will also reduce contact with door and window handles.</li> <li>• In the event a suspected or confirmed case of COVID-19 has been in a specific location (e.g. reception, office space, canteen/break areas, restrooms), this should be firstly well ventilated with fresh air for a minimum of 1 hour prior to cleaning.</li> </ul>
<b>Clutter</b>	<ul style="list-style-type: none"> <li>• Remove unnecessary clutter to facilitate cleaning and reduce the number of touch surfaces.</li> </ul>

*This risk advisory notice has been produced solely for use by DSAs that come within the remit of the State Claims Agency, as established by the National Treasury Management Agency (Amendment) Act, 2000. The State Claims Agency does not bear responsibility for use of the guidance or reliance on it in any manner by any other third party.*



## Sample Cleaning Checklist - General Areas

Week starting: \_\_\_\_\_

Location: \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Days of the week (initial once when complete)							Sign off
				Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
<b>Corridors</b>											
Handrails, windows, door handles, light switches	At least twice daily and when visibly soiled	<ul style="list-style-type: none"> <li>Detergent and warm water solution</li> <li>Clean cloths</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> </ul>								
<b>Canteen/Break Area</b>											
Door handles/ touch pads, vending machines & tables/chairs	At least twice daily and when visibly soiled	<ul style="list-style-type: none"> <li>Detergent and warm water solution/wipes</li> <li>Clean cloths</li> <li>PPE – Uniform and household gloves</li> <li>OR Dishwasher for utensils/plates</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> </ul>								
Utensils/plates (non-disposable)	Between each use										
<b>All Areas</b>											
Floor	Spot clean daily/ Full clean weekly	<ul style="list-style-type: none"> <li>Detergent and warm water solution/vacuum cleaner</li> <li>Mop</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Mop</li> <li>Rinse</li> <li>Dry OR</li> <li>Vacuum clean</li> </ul>								
Bins	Empty daily and as required Clean bin lids at least twice daily	<ul style="list-style-type: none"> <li>Disposable bin bags</li> <li>Detergent and warm water solution</li> <li>Clean cloths</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Empty</li> <li>Add to domestic waste</li> <li>Wipe lid/touch surface</li> <li>Rinse</li> <li>Dry</li> </ul>								





## Sample Cleaning Checklist - Restrooms

Week starting: \_\_\_\_\_

Location: \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Days of the week (initial once complete)							Sign off
				Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Door handles/touch plates/locks, sinks/taps, hand drier & mirrors (touch surface)	At least twice daily* and when visibly soiled	<ul style="list-style-type: none"> <li>Detergent and warm water solution</li> <li>Clean cloths/toilet brush</li> <li>Household bleach solution</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								
Soap/toilet paper dispensers (touch surface)	At least twice daily* and when visibly soiled <i>Restock as required</i>	<ul style="list-style-type: none"> <li>Detergent and warm water solution</li> <li>Clean cloths</li> <li>Household bleach solution</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								
Floors	Spot clean daily*/ Full clean weekly	<ul style="list-style-type: none"> <li>Detergent and warm water solution</li> <li>Mop</li> <li>Household bleach solution</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Mop</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								
Bins	Empty daily* and as required/ Clean bin lids at least twice daily	<ul style="list-style-type: none"> <li>Disposable bin bags</li> <li>Detergent and warm water solution</li> <li>Clean cloths</li> <li>Household bleach solution</li> <li>PPE – Uniform and household gloves</li> </ul>	<ul style="list-style-type: none"> <li>Empty and add to domestic waste</li> <li>Wipe lid/touch surface</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>								

\*Best practice: At regular intervals throughout the day.



## Sample Cleaning Checklist - Suspected COVID-19 Case

Location: \_\_\_\_\_

Area/Item	Frequency	Cleaning material/ equipment	Cleaning method	Completed Date	Sign off
Frequently touched surfaces (door/window handles, handrails, light switches, etc.)	At least 1 hour after area has been vacated for ventilation	<ul style="list-style-type: none"> <li>Detergent and warm water solution</li> <li>Household bleach solution</li> <li>Disposable cloths</li> <li>PPE – surgical mask, household gloves and apron</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul> <p><i>*pay special attention to frequently touched surfaces</i></p>		
Other surfaces, furniture (tables, chairs, etc.) & equipment	At least 1 hour after area has been vacated for ventilation	<ul style="list-style-type: none"> <li>Detergent and warm water solution</li> <li>Household bleach solution</li> <li>Disposable cloths</li> <li>PPE – Surgical mask, household gloves and apron</li> </ul>	<ul style="list-style-type: none"> <li>Wipe/scrub</li> <li>Rinse</li> <li>Dry</li> <li><b>Disinfect</b></li> <li>Rinse</li> <li>Dry</li> </ul>		
Floors	At least 1 hour after area has been vacated for ventilation	<ul style="list-style-type: none"> <li>Detergent and warm water solution/ vacuum cleaner</li> <li>Household bleach solution</li> <li>Mop</li> <li>PPE – Surgical mask, household gloves and apron</li> </ul>	<ul style="list-style-type: none"> <li>Mop</li> <li>Rinse</li> <li>Dry OR</li> <li>Vacuum clean</li> </ul> <p><i>*carpets do not require special cleaning but where possible avoid use of carpets</i></p>		
Bins	At least 1 hour after area has been vacated for ventilation and after cleaning process is complete	<ul style="list-style-type: none"> <li>Disposable bin bags</li> <li>Detergent and warm water solution</li> <li>Household bleach solution</li> <li>Disposable cloths</li> <li>PPE – Surgical mask, household gloves and apron</li> </ul>	<ul style="list-style-type: none"> <li>Empty and double-bag waste in the area and all waste generated during cleaning</li> <li>Store securely for 72 hours before adding to general waste stream</li> <li>Wipe/scrub lid/touch surface</li> <li>Rinse</li> <li>Dry</li> </ul>		