

COVID-19 CLEANING AND DISINFECTION OF A SPORTSTURF MAINTENANCE BUILDING STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE

PURPOSE AND SCOPE

This document provides information on cleaning for non-healthcare settings during the coronavirus (COVID-19) outbreak. This includes settings such as home offices, offices, workplaces, public areas, reception areas, accommodation areas, shops or canteens, transport vehicles, meal rooms.

Cleaning with warm water and detergent is a process that removes visual dirt and contamination and in most cases is effective for decontaminating both equipment and the surfaces in the working environment.

Cleaning is an essential part of disinfection and the removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid - such as respiratory droplets - present and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out. However, it has been reported that the virus that causes COVID-19 was still detectable on copper for up to 4 hours, on cardboard for up to 24 hours, and on plastic and steel for up to 72 hours.

Contamination of frequent touched surfaces in our workplace are therefore a potential source of viral transmission.

The purpose of this Standard Operating Procedure (SOP) is to ensure we take appropriate measures to help prevent the spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures.

This SOP relates to all areas of our workplace. It does not replace the need to also undertake a risk assessment to identify other hazards associated with cleaning operations.

GENERAL CLEANING PRINCIPLES

Routine cleaning of frequently touched surfaces using appropriate detergent/disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission.

Particular attention should be paid to horizontal surfaces such as tables and frequently touched surfaces such as handrails, door handles, push buttons, computer keyboards, computer mouse, and telephones.

It is recommended that the frequency of cleaning in all areas be increased. This is especially important in high traffic areas and areas accessed by the public.

Carpets should be regularly vacuumed - ideally with a vacuum cleaner fitted with a HEPA filter.

Disposable cleaning mops and cloths should be used, and these should be changed regularly. If unable to use disposable mops and cloths, then reusable mops and cloths are to be cleaned and disinfected regularly.

All cleaning equipment (including mop heads) should be stored clean and dry.

ENHANCED CLEANING

During the Coronavirus outbreak, enhanced routine cleaning (minimum twice daily) is required. This will entail cleaning/disinfecting the environment including frequently touched surfaces and any area/piece of equipment that may potentially be contaminated.

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CLEANING STAFF	
1	Ideally, we will assign cleaning staff who are in good health and have no underlying chronic medical conditions or immunocompromising conditions to undertake cleaning.
2	Ensure staff are familiar with the hazards associated with cleaning operations.
3	Cleaning staff must understand that even though the risk when cleaning is not the same as the risk when face-to-face with a sick person who may be coughing or sneezing, risk mitigating protocols are non-negotiable.
4	Ensure Safety Data Sheets (SDSs) are available for all cleaning agents in use in the workplace and that cleaning staff know how to access the SDSs.
5	Ensure cleaning staff are aware of the appropriate spill response protocol.
6	Cleaners must wash their hands before putting on and after removing gloves.
7	Alcohol-based hand rub or hand washing should also be used before putting on and after removing any mask or eye protection.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	
1	Disposable gloves should always be worn while cleaning every room and when handling cleaning and disinfecting solutions. Dispose of any glove that becomes damaged or soiled or when cleaning is completed.
2	Avoid touching your face with gloved or unwashed hands.
3	Never wash or reuse the gloves.
4	A maximum of 2 persons can be working together on cleaning duties at any one time and they must practice social distancing of at least 1.5 metres.
5	Eye protection, such as goggles, and a surgical mask may be required if splashing cannot be avoided and the SDS must be referenced for the appropriate PPE. The eye protection also acts as a barrier to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not.
6	The use of disposable equipment, especially disposable cloths, is strongly recommended, with a fresh cloth used for each room. If other cloths are used, they should be laundered in a hot water wash and dried before re-use.
7	If there is visible contamination with respiratory secretions or other body fluid, the cleaners should wear a full-length disposable gown in addition to a surgical mask, eye protection and gloves.
8	Ensure that PPE is changed when moving from one room/area to another and dispose of it into a leak proof waste bag.
9	All cleaners must be trained in the use of PPE.
CLEANING SURFACES AND ROOMS	
Avoid leaving and re-entering the room or area being cleaned until cleaning is fully completed in that room.	
1	Ensure ventilation of the area/room being cleaned is adequate.
2	Routine cleaning of surfaces should be conducted as usual with a neutral detergent and water.
3	Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.

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4	Clean and disinfect affected surfaces as soon as possible after a known exposure to person with respiratory symptoms (such as coughing/sneezing).
5	Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g. dilution concentration, application method and contact time, required ventilation, and use of PPE).
6	<p>Disinfection of special areas:</p> <p>Clean the surface first with a neutral detergent and water, and then apply the disinfectant as instructed on the manufacturer's label shown on the container.</p> <p>Ensure the recommended contact time occurs and allow to dry completely.</p> <p>Adhere to any safety precautions or other label recommendations as directed (e.g. allowing adequate ventilation in confined areas such as toilets).</p> <p>Avoid using application methods that cause splashing.</p> <p>Note that some standard disinfectants cannot be used on some surfaces, e.g. television remote controls and telephones. For these surfaces, alcohol solutions are recommended.</p> <p>Consider using impermeable and cleanable zip-lock plastic bags to hold TV and air conditioner remote controls as these items are likely to be handled frequently.</p> <p>In addition to routine cleaning, the following is a list of commonly touched surfaces that must be disinfected. This is not an exhaustive list and staff must use their discretion to ensure we capture all commonly touched surfaces in our cleaning programs:</p> <ul style="list-style-type: none"> • Air conditioner buttons and remote controls • Chairs and armrests of chairs (if not fabric) • Bathroom including door handle, door lock, toilet seat and buttons, taps, washbasins, counters, shower and/or bath. • Door handles and light switches • Fridge and freezer door handles • Kettle handles • Screens of tablets and computer controls • Tables and counters • Telephones • TV buttons and remote controls • Vending machines <p>In relation to vehicles:</p> <ul style="list-style-type: none"> • Boot handles/releases • Centre consoles • Fuel releases/flaps • Gear shift knobs and levers • In-car controls and knobs (entertainment units and similar) • Keys • Seat belts and buckles • Steering wheel • Vehicle door handles (interior and exterior) and interior door pulls • Window switches/handles <p>In relation to equipment:</p> <ul style="list-style-type: none"> • Equipment with handles like air compressors, blowers, chainsaws etc • Fuel dispenser handles • Hand tools - spanners etc.

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	<ul style="list-style-type: none"> Hoist controls Sign in areas (pens or touch screens) Shovels, rakes and digging tools Trolleys Two-way radios and batteries Wash bay hose
AFTER CLEANING ROOMS	
1	When cleaning is completed all PPE should be removed and safely disposed of in a sturdy, leak-proof plastic bag that is tied shut and not reopened.
2	Immediately wash hands with soap and water for 20 seconds before drying with a paper towel. Be careful not to touch your face before washing hands.
3	Cleaning staff should immediately report breaches in their PPE (e.g. torn gloves) or any safety issue to their supervisor immediately.
4	Ensure chemicals are labelled, the containers closed, and they are stored in a secure area away from children and food and stored in a manner that prevents tipping or spilling.
STAFF OBLIGATIONS TO HELP US MAINTAIN CLEAN HYGIENIC EQUIPMENT	
ALL STAFF MUST DISINFECT EQUIPMENT BEFORE AND AFTER USE.	
1	BEFORE any plant or equipment, appliance, or tool is used, all high touch surfaces MUST be disinfected.
2	AFTER using any plant or equipment, appliance, or tool, all touched surface areas MUST be disinfected.
3	All staff must wash their hands with soap and water for at least 20 seconds or use alcohol-based hand sanitiser before using any plant or equipment, appliance or tools in our workplace.
4	All staff must wash their hands with soap and water for at least 20 seconds or use alcohol-based hand sanitiser after using any plant or equipment, appliance or tools in our workplace.
5	All staff must frequently throughout the workday wash their hands with soap and water for at least 20 seconds or use alcohol-based hand sanitiser.
6	Staff are not to share any plant, equipment or tools with another staff member unless the equipment is disinfected before the exchange.
7	All staff must practice good respiratory hygiene practices - sneeze or cough into their elbow.
8	Place any used tissues into the enclosed bins provided in the workplace.
9	Never come to work if you have cold or flu like symptoms.
10	We will conduct the epar SAO (Safe Act Observations) checks regularly to ensure the requirements in this SOP are being followed.
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