

# Frequently Touched Surfaces & Equipment

For the purposes of resumption of activities in a Covid-19 environment within the City of Cockburn, this applies to the permitted area hired by your group.

### 1. Purpose

This protocol is to provide an outline of the proper cleaning and disinfecting measures to be undertaken by hirers as part of their Special Conditions of Usage when using City of Cockburn Community Facilities for their activities. In addition, it provides an overview of using cleaning materials safely.

### 2. Implementation

The City's expectation of hirers using City Community Facilities that the **clean** (where applicable) and **disinfect** (mandatory) any frequently touched surfaces and/or equipment used in the space hired by your group. Cleaning and disinfecting does not apply to the foyer, toilets, the space not hired and externals of the building.

Frequently touched surfaces include but are not limited to:

- Door Handles (where possible and safe, doors should be left open to minimise touching).
- Hand Rails
- Taps
- Benches
- Light Switches
- Kitchen equipment – including handles of fridges, ovens, cupboards etc
- Push Buttons
- Tables
- Chairs
- Shared Equipment (it is encouraged equipment is not shared where possible).

### 3. Cleaning and Disinfecting



**Cleaning and disinfecting are two different processes**

#### **Cleaning**

Physically removing germs, dirt and grime from surfaces.

#### **Disinfecting**

Using chemicals to kill germs on surfaces

- It is important to clean **before** disinfecting. A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus if present.
- Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus.
- **Disinfectant may not kill the virus if the surface is soiled or has dirt and grime and has not been cleaned with a detergent first.**

# COVID-19: Cleaning Protocols for Hirers

## **Cleaning**

Detergent and water are suitable for **cleaning**.

Surfaces should be cleaned after each use.

**Thoroughly** clean surfaces using detergent and water.

Always start with the cleanest surfaces first before moving to the dirtiest surfaces to minimise the transfer of germs to cleaner surfaces.

Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.

## **Disinfecting**



**All surfaces are recommended to be cleaned before applying a disinfectant.**

A disinfectant will not kill germs if the surface has not been cleaned first.

Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.

Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

Disinfectants containing  $\geq 70\%$  alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces. Pre-packaged/pre-mixed solutions purchased from the supermarket are recommended by the City and these will be labelled as '**disinfectant**' on the packaging.

Combined detergent/disinfectant wipes can be used. Please follow instructions on the packaging.

Solutions that require dilution are not recommended for use for safety of the user.

## **4. Using Cleaning Materials Safely**

### **PPE (Personal Protective Equipment)**

Persons cleaning and disinfecting an area must be equipped with appropriate PPE.

This includes disposable gloves and safety eyewear is recommended to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning person should also wear a disposable apron.

PPE should not be shared.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible use hand sanitiser before putting on and after removing PPE.

### **Cleaning materials**

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.



## COVID-19: Cleaning Protocols for Hirers

Reusable cloths, PPE and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.

Regularly wash the hamper in which used PPE is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

### **Using Disinfectants Safely:**

Follow all manufacturers' instructions and do not mix different types of disinfectants together.

Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use.

Take care not to generate a mist that can be inhaled or affect eyes and skin.

### **5. Suspected or Confirmed Case of COVID-19**

If a person is suspected or confirmed to have COVID-19 please immediately contact the ring the COVID-19 Hotline 24/7 – 1800 020 080 and then City of Cockburn.

### **6. Records Management**

Hirers MUST keep a record of the date and all times that cleaning and disinfecting has taken place within the facility. A cleaning log-sheet will be provided by the City in each facility and must remain in the facility at all times for our Environmental Health Officer to inspect.

Hirers are advised to maintain Safety Data Sheets (SDS) for all chemicals that they use, including cleaning and disinfecting agents.

These SDS must be readily accessible for all persons involved in using, handling or storing the chemical at the site and anyone else who may be exposed to the chemical.

Electronic copies of most SDS available on their websites.

Sometimes SDS is amended by the manufacturer. Hirers are advised to regularly update the SDS held. Creating a register of all SDS required can assist with managing this process.

### **7. More Information**

#### **Australian Government Department of Health**

Coronavirus (COVID-19) Information about routine environmental cleaning and disinfection in the community <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community>