

Standard Operating Procedure

Precautionary Clean / Suspected Case Clean

HAZARDS:

Maintaining an effective level of hygiene is one of the most important and regularly implemented practices of the service. Effective hygiene strategies and practices assist services to protect all persons in the centre from, and minimise the potential risk of contagious diseases and illnesses.

Precautionary Clean / Suspected Case Clean risk levels should be considered as high as an outbreak clean as the risk of contamination of COVID-19 is unknown until the test result confirms the outcome.

COVID-19 transmission

The main route of transmission of COVID-19 is through respiratory droplets generated when an infected person coughs or sneezes. Any person who is in close contact with someone who has respiratory symptoms (e.g., sneezing, coughing, etc.) is at risk of being exposed to potentially infective respiratory droplets.² Droplets may also land on surfaces where the virus could remain viable for several hours to days. Transmission through contact of hands with contaminated surfaces can occur following contact with the person's mucosa such as nose, mouth and eyes

TRAINING

ARA cleaner is required to complete ARA Online Training modules before the work commencement date

ARA cleaner is required to be on-site or at a nominated location to complete face to face training 45 minutes, prior to the commencement of the work.

ASSESSMENT

- Blood and body fluid/substance spills should be dealt with as soon as possible.
- Immediately Identify the complexity of the circumstances
- Zone / section / cluster the site as per the floor plan or building plan
- Effectively manage the client staff / effective safe traffic management
- Block off the area using (Tape/A-Frame) until clean up and disinfection is complete
- If there is a spill, clear spill area of all personnel
- Ensure all horizontal surfaces are clear for cleaning by site staff
- Always ensure you maintain 1.5 metres between your team members

PPE / EQUIPMENT / MATERIALS:

- Hand Sanitizers to be used prior wearing PPE and after removal of PPE
- Wear protective clothing, including eyewear, mask (N95), Coveralls, Safety boots and wear disposable gloves and shoe covers
- Follow SDS and PPE guidelines at all times
- Collect the cleaning equipment (Dust pan Broom ,mops and buckets, microfiber cloths, paper towel, Vacuum cleaner and chemicals)

COVID-19 is an enveloped virus, which means it has an outer membrane. Enveloped viruses are relatively easy to kill compared to non-enveloped viruses, as the outer layer is easily damaged by most environmental disinfectants, provided the disinfectant is used in accordance with label directions. Disinfectants containing alcohol, quaternary ammonium compounds (such as benzalkonium chloride) or diluted household bleach (including products containing sodium hypochlorite) are suitable for use

- Recommended disinfectants include accelerated alcohol, hydrogen peroxide (0.5%) or Hypochlorite at concentration of 1000 parts per million. Hypochlorite requires a 2 step process where surfaces must be cleaned with a detergent followed by the hypochlorite

Original strength of bleach		Disinfectant recipe		Volume of bleach in a standard 10 litre bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 ml
2	20,000	1	19	500 ml

3	30,000	1	29	333 ml
4	40,000	1	39	250 ml
5	50,000	1	49	200 ml

- sufficient time to kill the virus – at least 10 minutes contact time
- environmental surfaces to be free of debris or any other organic matter
- dilution of Sodium hypochlorite to made up fresh, just before using.

SEQUENCE OF CLEANING WORKFLOW

High touch surfaces:

Identify the high touch surfaces and clean them first with a clean cloth.

Fold cloths into 4 or 8 sides and clean each high touch surface with a fresh side. This allows one cloth to clean up to 8 high touch surfaces before it needs to be replaced and washed.

If you are using disposable single-use wipes, they should be replaced after cleaning each new surface.

Cleanest to dirtiest:

Clean the cleanest areas before the dirtiest areas (for example clean general areas before bathrooms).

Clean the cleanest surfaces of before the dirtiest ones (for example clean kitchen benches before the stove top).

Top to bottom: Clean the room from top to bottom so that soil or cleaning solutions do not spill onto surfaces that have already been cleaned.

Left to right: Clean rooms systematically (i.e. left to right or right to left) so that no surfaces are missed.

Wipe lightly across the high touch surface in one direction. Make sure not to scrub or rub the cloth in circles as that can spread contamination around.

PROCEDURE:

1. Perform hand hygiene
2. Wear PPE listed above
3. Ensure the affected area where the outbreak has been identified is isolated and safety signs are visible

Clean contaminated surfaces/objects

4. If there is a spill, remove as much of the vomit/faeces with disposable paper towels as you can.
5. Seal the used paper towels in a leak-proof yellow plastic bag, then dispose as per the site waste disposal guidelines.
6. Use disposable paper towels to clean all contaminated hard surfaces and objects with ARA approved disinfectants and detergent and disinfectant on soft surfaces with hot water
7. Disposable PPE such as gloves and shoe covers should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.
8. Wash your hands thoroughly using soap and warm water, then pat dry with a disposable paper towel.

Disinfecting of vertical, horizontal surfaces and high touch points

9. Put on new disposable plastic gloves
10. Freshly prepare the disinfection solution following the manufacturer's instructions.
11. Use new disposable yellow microfiber cloths to thoroughly wipe the surfaces with the disinfectant solution
12. If a contaminated area is identified, Clean the surfaces in the vicinity of the potential contaminated area (up to 3 Meters =) with disinfectant solution and warm water and dry thoroughly
13. Dampen the cloth with the disinfectant chemical and thoroughly wipe the surface
14. Leave the disinfectant solution on the surface for at least 10 minutes (to kill the virus). Allow surface to dry thoroughly.
15. Disposable material such as cloths should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.
16. Wash your hands thoroughly using soap and warm water, then pat dry with a disposable paper towel

In the kitchen & all other areas

Clean all work surfaces, doors, benches, shelving, microwaves (external surfaces), door and cupboard handles, refrigerator (external external) storage areas, sinks, floors and any other areas possibly contaminated.

17. Use new disposable microfiber cloth
18. Dampen the cloth with the disinfectant chemical and thoroughly wipe the surface
19. If an contaminated areas is identified, Clean the surfaces in the vicinity of the potential contaminated area (up to 3 Meters =) with disinfectant solution and warm water and leave to air dry thoroughly.
20. Disposable material such as cloths should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.

Toilet/bathroom areas

Clean toilet / bathroom area, including toilet bowls, hand wash basins, tap handles, doors, door handles, toilet flush buttons/handles, floors and any other areas that may have been contaminated.

21. Use new disposable yellow microfiber cloth
22. Dampen the cloth with the disinfectant chemical and thoroughly wipe the surface
23. Leave the disinfectant solution on the surface for at least 10 minutes (to kill the virus). Allow surface to dry thoroughly.
24. Disposable material such as cloths should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.
25. Hard surfaces must be mopped thoroughly using freshly prepared disinfectant solution

Equipment and fittings

1. Damp dust all surfaces, all items or fittings that are touched frequently. This includes hand rails, fire extinguishers, workstations, monitors, keyboards, cupboard handles, tables – always use new disposable cleaning equipment to avoid cross contamination.
2. Cleaning should be followed by or combined with a disinfectant process
3. Leave the disinfectant solution on the surface for at least 10 minutes (to kill the virus). Allow surface to air dry thoroughly.

Carpets

All carpets should be steam cleaned* at high temperature as moisture is required to kill viruses.

Soft furnishings or fabric covered items

Furnishings (e.g. fabric covered chairs/seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned*.

*Use steam cleaning equipment that releases at a minimum of 70 degrees Celsius under pressure must be used to ensure appropriate disinfection. Allow to dry thoroughly before re-use

Maintenance of cleaning equipment

- Cleaning items (including solutions, water, buckets and mop heads) should be changed after each use.
- Cleaning cloths to be disposed as per the site waste management policy.
- Following a cleaning of biological spill, cleaning items should also be safely disposed immediately as per the site waste management policy
- Mop heads should be laundered in a washing machine at high temperature and left to air dry after use
- Wash, rinse and turn over to air dry all caddies and buckets including mop buckets.
- Damp wipe down all surfaces of carts, trolleys and buckets to remove residual chemical and soil after cleaning.
- Thoroughly clean the touched surfaces and handles of cleaning equipment including carts, trolleys, or buckets, and mops, brooms and vacuum cleaner poles.
- Non disposable PPE should be decontaminated by washing with hot water and soap. Use alcohol based disinfectant wipes to further disinfect PPE.
- Perform hand hygiene by washing hands thoroughly for 20 seconds with warm water and soap and drying with paper towel.

Waste Disposal

- Disposable PPE should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.
Important: Take care not to allow air from the bag to be squeezed into the face and breathed in as the garbage bag is tied up. Handle it with care.
- Disposable material such as cloths should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.
- Perform hand hygiene by washing hands thoroughly for 20 seconds with warm water and soap and drying with paper towel.

- All waste should be securely stored in secure areas until collected.
- Waste disposal companies licensed with the EPA will collect all clinical/contaminated waste for disposal.
- in specialised waste disposal facilities, which are also licensed by the EPA.

Fogging (wet or dry)

- Please note that DHHS does **NOT RECOMMEND** the use of dry or wet fogging for COVID-19 cleaning and disinfection.

NOTE: Pay attention at all times to complete tasks safely

ENVIRONMENTAL:

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch off equipment at power point with dry hands.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

NOTE: Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.