

Standard Operating Procedure

Disinfecting High Touch Points

HAZARDS:

Virus Contamination, Operational Injury, back/shoulder strain and sprain.

PURPOSE:

Disinfecting High Touch Points

SAFETY & PRE TASK CHECKLIST

- Before you commence the work, it is important to ensure that you are safe. Refer to the site folder for Safety Data Sheets and Safe Work Method Statements to ensure that you are performing the work correctly and safely.
- Collect all equipment/materials required for cleaning up contaminated areas i.e. correct colour coded cloths.
- Perform hand hygiene and use sanitizers prior wearing PPE
- Wear correct PPE (disposable gloves, masks) as necessary
- Prior to commencing tasks, visually inspect the areas to identify any hazards or risks. Get an understanding of all the touch points required to be covered.
- For general disinfecting surfaces, follow the ARA code of hygiene / colour coding chart to avoid any cross contamination. This includes hard surfaces.
 - Red cloths & mops for bathroom areas
 - Blue cloths & mops for General Areas
 - Green cloths & mops for Kitchen Areas
 - Yellow cloths & mops for Infection Control Cleaning
- For general disinfecting surfaces use disposable paper towel or disposable yellow cloth for disinfecting high touch point cleaning. Non disposable cloths must be laundered with detergent and required to be dried in high temperature prior to reuse
- For COVID-19 disinfecting services, please use Yellow Cloths and ensure to change as required to avoid any cross contamination.
- Surfaces must be allowed at least 10 minutes contact time with the chemical in order to be effective and should left to be air dry.

PROCEDURE:

1. Wash your hands and sanitise thoroughly prior wearing PPE.
2. Wear correct PPE (disposable masks, Gloves) as necessary
3. Surfaces may need to be cleaned prior to using disinfectant products. Remove visible debris from all surfaces using a cleaning detergent solution, prior to disinfection activities. Ensure chemical detergent is applied according to the manufacturer's instructions.
4. To properly disinfect a surface, firstly spray the disinfect product onto the cloth. Dampen with the disinfectant solution and wipe the surface with a cloth.

5. The surface must be left visibly WET and allowed to air dry. Disinfectants do not kill germs instantaneously, but typically require at least 10 minutes contact time with the wet disinfectant.
6. Buff to a streak free finish.
7. Focus on high-touch surfaces, such as switches, door handles, countertops and tables to prevent the spread of germs. Frequent disinfecting of high-touch surfaces such as workstations, side cupboards, cupboard handles, cupboard tops is the best defence against the spread of the virus. It is vital to thoroughly disinfect the workstation from one corner to another. Disinfect high touch points such as the telephone units and printer touch panels.
8. It is also important to disinfect surfaces such as hand railings, lift buttons and lift touch panels.
9. Ensure to change cleaning cloths to clean multiple areas to prevent cross contamination. Thoroughly disinfect the toilet roll dispensers, flush buttons and sink taps. Once again, remember not to use the same cloth to clean the toilets and taps.
10. Ensure to discard PPE correctly and all waste must be double bagged prior disposing.
11. Ensure to perform hand hygiene and to sanitise hands thoroughly.

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.
- Reusable material such as cloths and mop heads should be laundered with detergent solution in a washing machine at high temperature and left to air dry after use. Or they can be dried in a dryer at high temperature
- Non disposable PPE should be decontaminated by washing with hot water and soap. Use alcohol based disinfectant wipes to further disinfect PPE.

Waste Disposal

- Disposable PPE should be discarded in double-bagged / bio hazard bag, which should be securely sealed and labelled.
- Disposable material such as cloths should be discarded in double-bagged bio hazard bag, which should be securely sealed and labelled.
- Perform hand hygiene thoroughly and sanitize. 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.

NOTE: Pay attention at all times to complete tasks safely