**Cleaning Schedule - Alert Level 2**

**Operating in the wake of the Coronavirus COVID-19 pandemic we need to ensure we are protecting their workforce and minimising the risk of spread of infection.**

Consider your work environment and what is frequently used and touched by workers, customers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet.

Physical distancing should also be practiced when cleaning offices and jobsites. Refer to the Physical Distancing and Hygiene Protocol for more information.

* Schedule regular cleaning.
* Use a suitable cleaning product.
* Use disposable cloths, if available.
* Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
* Wear disposable gloves while handling soiled items.
* Wash hands immediately after removing gloves or after handling these items.

**Disinfecting cleaning aids**

Cleaning aids, such as cloths or mops, must be germ-free or they’ll spread germs to other surfaces.

Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

* Use disposable cloths or paper towels when possible.
* Reusable cloths should be disinfected or washed after each use.

Washing-up brushes

* Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.

Mops and buckets

* Use two buckets for mopping – one for detergent and the other for rinsing.
* Mops and buckets should be cleaned and dried after each use.

**Office cleaning**

Before leaving the office at the end of the working day or end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All staff must be checked out of the premises and record kept daily.

Common touch points may include:

* All waste and disposable PPE must be securely disposed of.
* All door handles, personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes.
* Clean all ‘high-touch’ surfaces such as desks, counters, tabletops, doorknobs, keypads, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

**Cleaning toilets and showers**

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they’re used regularly.

Showers are not in use.

Common toilet touch points may include:

* Keep the U-bend and toilet bowl clean by flushing after each use.
* Limescale should be regularly removed using a descaling product.
* Keep the toilet seat, handle and rim clean by using a disinfectant.

**Cleaning tools and equipment**

* Clean tools and equipment before and after each day’s work with a disinfectant, concentrating on points of contact such as handles.

**Cleaning vehicles**

* Consider having dedicated drivers when using vehicles to avoid the spread of germs.
* Don’t share vehicles if possible, if you need to use a shared vehicle then wipe down the commonly touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc) and wash hands before and after using the vehicle. Wipe down the inside and commonly touched areas of the vehicle before and after each day.
* If you are required to have more than one person in a vehicle at the same time, then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.

**Key cleaning tips - Dugouts**

* All offices and jobsites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.
* Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers’ contact with contaminated surfaces.
* Clean surfaces with a suitable cleaner and/or disinfectant and follow the manufacturer’s instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.
* Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

**Common internal touch points may include :**



**Coffee machines, electric jugs**

**Doors/doorhandles**

Look at all reasonable opportunities to remove them

**Common pens**

For sign-in sheet to the office

**Wash items**

Towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.

**High-touch public surfaces**

Door handles, tabletops, microwaves fridges and kitchen surfaces

**Screens and tables**

Should be wiped after use, including iPads, photocopiers, digital check in scanners, security keypads and desktop stations.