

COVID-19 Cleaning Protocol for Common Areas Template



To limit the transmission of viral diseases, such as COVID-19, cleaning protocols should be used to clean and disinfect common contact surfaces within the workplace.

Cleaning is defined as the physical removal of visible soiling, such as dust, soil, blood, mucus. Cleaning removes viruses and bacteria but does not kill them. Disinfecting kills viruses and bacteria. Chemicals which are listed under Health Canada's List of Hard Surface Disinfectants should be used for disinfecting processes. Refer to the BCCDC Handout.

Always ensure the following:

- Use of approved hard-surface disinfectants, which have the Drug Identification Number (DIN)
- Refer to the Safety Data Sheet and follow directions
- Workers are trained on WHMIS 2015
- Workers have the required PPE to do the task safely

Carry out a site-specific risk assessment to determine frequency of cleaning. Factor in how often areas are used by employees, and for how long. Frequency of cleaning and disinfecting can be set, for example, as daily, once per shift, twice per shift, or even before or after breaks/lunch. It is also a good practice to identify who is responsible to carry out these cleaning protocols. For example, it can be the janitor, equipment operator, or any other designated person within the company.

Training and Education

Safe work procedures should be developed for these chemicals, including what personal protection equipment is to be worn (ex. disposable gloves, safety glasses/goggles), method of cleaning, and any other health/safety concern. Workers should also be trained on the use, storage, maintenance, and limitations of required personal protective equipment, as well as proper hand hygiene procedures to help keep surfaces clean.

Auditing and Review

A regular audit should check on cleaning and sanitization efforts to ensure that the tasks are being completed on schedule and that are adequate to maintain sanitization standards set out by the company.

Cleaning protocols should be reviewed and updated regularly, to ensure any changing work practices and procedures are accounted for.

Use the following table to help identify areas in your workplace which need to be included in your cleaning protocols.

Source: *safetyalliancebc.ca/covid-19*