

# How to clean and disinfect your workplace

## Summary to COVID-19

This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of the COVID-19 in a non-healthcare workplace.

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## 1.1 Cleaning during the COVID-19 pandemic

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts,

workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is sufficient.

Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

## 1.2 Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing  $\geq 70\%$  alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

## 1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing  $\geq 70\%$  alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

Note: Disinfectants require sufficient contact time to be effective.

## 1.4 Checklist of standard precautions for cleaning

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

## 1.5 Recommended cleaning by surface

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

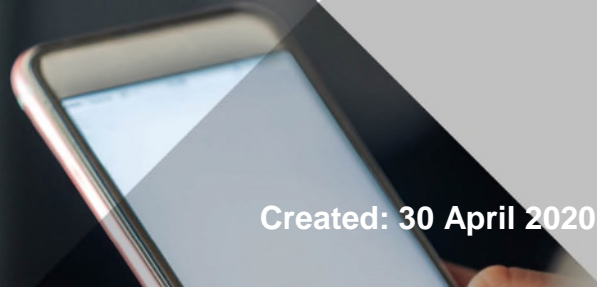
More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Soft plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Hard plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent



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	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean at least daily or every shift change	Clean weekly	Detergent
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Laminate	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Concrete (polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent



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	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
	become aware				
Concrete (rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) or Detergent
Leather	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Fabric	Clean and disinfect as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA)  Damp dust + Detergent  If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent
Paper	Not suitable for cleaning.  Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets  If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.

## 1.6 Recommended cleaning by item

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some items may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

### 1.6.1 General

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Bath	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily, or after each use if shared facilities	Clean at least daily	Detergent
Call bell/door bell	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Carpet (Soft Floor)	Clean and disinfect as soon as you become aware	Carpet shampoo + Steam clean	Clean daily	Clean weekly	Vacuum with HEPA filter
			Clean annually	Clean annually	Shampoo or steam clean
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean daily & wash yearly, e.g. access hatches and surrounds	Spot clean weekly & wash every 3 years	Damp dust + Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs	Clean and disinfect as soon as you become aware	Detergent + Steam clean	Clean at least daily	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
Cleaning Equipment	Clean after use	Detergent + Disinfectant	Clean after use	Clean after use	Detergent
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after use	Clean weekly	Detergent
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean at least daily or when visibly soiled, and between users if equipment is shared	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds	Clean and disinfect as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean weekly	Clean monthly	Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
	become aware				
Door knob/handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Drinking Fountains	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Elevator buttons	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Floor (non-slip vinyl)	Clean as soon as you become aware	Detergent + Disinfectant	Damp mop daily	Damp mop daily	Detergent
Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Dust removal & clean daily	Dust removal & clean weekly	Detergent
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required  Clean frequently touched surfaces on fridge (i.e. handles) at least daily	Monthly & defrost as required  Daily spot check— clean when necessary	Refer to manufacturer's recommendations  Detergent
Hand rails, stair rails	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent



	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
	become aware				
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily	Clean weekly	Damp dust + Detergent
Lights/lighting	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Refer to manufacturer's recommendations Detergent
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean frequently touched points on microwave at least daily	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily or after each use if shared facilities	Clean weekly	Detergent + Disinfectant
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent



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	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Vending Machines	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean frequently touched points on machine at least daily	Clean weekly	Refer to manufacturer's recommendations  Damp dust + detergent or  Isopropyl alcohol-based wipes/sprays
Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Damp dust + Detergent
Windows	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched windows daily	Clean weekly	Detergent
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

### 1.6.2 Specialised electronic equipment

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Electrical equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Refer to the manufacturer's recommendations
Electronic equipment (sensitive to electrostatic charge) E.g. I pads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment
Touch screens e.g. information screens in buildings	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable covers Isopropyl alcohol-based wipes/sprays	Clean at least daily	Clean weekly	Consider adding a wipeable cover to the device/screen. Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays

### 1.6.3 Retail

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Cash registers	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Isopropyl alcohol-based wipes/sprays	Clean after each shift	Clean weekly	Detergent + Isopropyl alcohol-based wipes/sprays
EFTPOS machines	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Trolleys & Hand-held baskets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after each use	Clean after each use	Detergent Isopropyl alcohol-based wipes

### 1.6.4 Building and construction

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Bollards	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Hoses	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Ladders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean between shifts or users	Clean weekly	Detergent
Power tools and hand tools	Clean as soon as you become aware	Refer to the manufacturer's recommendations  Isopropyl alcohol-based wipes/sprays	Clean between shifts or users	Clean weekly	Refer to the manufacturer's recommendations  Isopropyl alcohol-based wipes/sprays
Scaffolding / formwork	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces daily	Clean weekly	Detergent

### 1.6.5 Warehousing and logistics

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Control panels and other plant controls	Clean as soon as you become aware	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean between shifts or users	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Conveyor Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Drainage grates	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Hi Vis Vests worn over clothing	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Detergent + Disinfectant	Clean at least daily or between users if shared	Clean daily	Refer to manufacturer's recommendations Detergent
Machinery surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Manual stopcock valves	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Roller door handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent



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	Any item	Method	Frequently touched items	Infrequently touched items	Method
Other PPE if shared between workers (hard hats, safety eyewear)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Safety guards around equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Viewing windows	Clean as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent



### 1.6.6 Transport

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Door Handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Gear knobs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Seat Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Steering wheels	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least between shifts or between users	Clean weekly	Detergent
Switches and other controls	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes /sprays	Clean at least daily	Clean weekly	Isopropyl alcohol-based wipes/sprays