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 ≥ 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 ≥ 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 |
| 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 |
| 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) orDetergent |
| 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 cleanIf 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 + DetergentIf 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 tabletsIf 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 |
| 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 recommendationsDetergent |
| Curtains and Blinds | Clean and disinfect as soon as you become aware | Damp dust + DetergentSteam clean curtains or blinds | Clean weekly | Clean monthly | Refer to manufacturer’s recommendationsSteam clean curtains or blinds in place or machine wash curtains according to manufacturer’s recommendations  |
| Door frames | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| 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 requiredClean 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 recommendationsDetergent  |
| Hand rails, stair rails | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| 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 recommendationsIsopropyl alcohol-based wipes/spraysDetergent |
| 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 recommendationsDetergent |
| 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 recommendationsDetergent |
| 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 |
| 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 | DetergentDisinfectant 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 recommendationsDamp dust + Detergent |
| 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 recommendationsDamp dust + detergent orIsopropyl 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. Ipads, 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 recommendationsIf 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 coversIsopropyl alcohol-based wipes/sprays | Clean at least daily | Clean weekly | Consider adding a wipeable cover to the device/screen.Refer to the manufacturer’s recommendationsIsopropyl 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 + DisinfectantIsopropyl 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 |
| Trollies & Hand-held baskets | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean after each use | Clean after each use | DetergentIsopropyl 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 recommendationsIsopropyl alcohol-based wipes/sprays | Clean between shifts or users | Clean weekly | Refer to the manufacturer’s recommendationsIsopropyl 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 recommendationsIsopropyl alcohol-based wipes/sprays | Clean between shifts or users | Clean weekly | Refer to manufacturer’s recommendationsIsopropyl 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 recommendationsDetergent + Disinfectant | Clean at least daily or between users if shared | Clean daily | Refer to manufacturer’s recommendationsDetergent |
| 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 |
| 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 |