CHECKLIST: Cleaning

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our COVID-19 website for additional measures for your industry.

Routine cleaning

Wh	at do I ne	ed?					
	Detergent,	either	as a	solution	that	can	be

A 2-in-1 detergent and disinfectant solution, or
wipes which can be used for routine cleaning.

mixed with water, or as wipes, or

When should I clean?

Clean your workplace at the end of the work
day using a detergent, or a 2-in-1 detergent
and disinfectant solution

Focus on:

Frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets and toilet doors, taps, TV remotes, kitchen surfaces and cupboard handles

Clean objects and surfaces used repeatedly
by lots of people frequently throughout the
day using a detergent, or 2-in-1 detergent and
disinfectant solution.

For example:

Trolleys and baskets, checkouts, EFTPOS machines, handrails, elevator buttons

Clean surfaces and fittings that are visibly
soiled or after any spillage as soon as possible
using a detergent, or a 2-in-1 detergent and
disinfectant solution.

Instruct workers to clean personal property
that has been brought to work and is likely to
be handled at work or during breaks with a
detergent or 2-in-1 detergent and disinfectant
solution, or wipes.

For example:

Sunglasses, mobile phones, ipads, car keys

How to safely clean

Read the product label and Safety Data Sheet
for the cleaning product(s) before using and
make sure you follow all instructions, including
all required personal protective equipment
(PPE). Also make sure the product is suitable
for use on the surface you are cleaning.

Instruct workers to wear gloves when cleaning
and ensure they know to wash their hands
thoroughly with soap and water, or to use
alcohol-based hand sanitiser if they cannot
wash their hands, both before and after
wearing gloves.

П	If possible, use disposable gloves when
	cleaning and discard after each use.
	Otherwise, only use reusable gloves for
	routine cleaning and do not share gloves
	between workers.

After cleaning

Dispose of any disposable cloths in a rubbish
bag, or launder reusable cloths in the
usual way.

Cleaning if someone in my

workplace is suspected or

confirmed to have COVID-19

Preparing to clean

Prevent access to the areas that were used by
the suspected or confirmed case as well as
any common areas (break rooms, bathrooms)
and any known or likely touch points.

Open outside doors and windows if possible
to increase air circulation.

What do I need?

A detergent, as a solution that can be mixed with water, and





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	A disinfectant containing alcohol in a concentration of ≥70%, chlorine bleach in a concentration of 1000 parts per million (see the Department of Health website for more information on achieving the correct bleach solution), oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.		
		A combined detergent and disinfectant solution.	
	Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.		
		Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.	
	A surgical mask if the person suspected to have COVID-19 is in the room.		
What should I clean?			
	Thoroughly clean and then disinfect:		
	all areas of suspected or confirmed contamination		
	any common areas (e.g. break rooms, washrooms), and		
	any known or likely touch points in the workplace.		
Ηον	w to	safely clean	
	for to and included processing the second se	d the product label and Safety Data Sheet the cleaning product(s) before using make sure you follow all instructions, uding all required PPE. Also make sure the duct is suitable for use on the surface you cleaning.	
	Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps.		
	disc	Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.	

After cleaning

- Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste.
- Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.
- Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

For more information:

Visit the Cleaning information on the Safe Work Australia website.



