CHECKLIST: Cleaning

This checklist will help you with health and hygiene measures at your workplace and review what changes you may need to make. Don’t forget to also check our COVID-19 website for additional measures for your industry.

Routine cleaning

What do I need?

- Detergent, either as a solution that can be mixed with water, or as wipes, and
- A disinfectant containing alcohol (at a concentration of 70% or more), quaternary ammonium compounds, chlorine bleach or oxygen bleach (see the Department of Health website for more information on achieving the correct bleach solution), or
- A 2-in-1 detergent and disinfectant solution or wipes which can be used for routine cleaning.

When should I clean?

- A the end of a work day or work shift, clean the workplace using a detergent and then a disinfectant, 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 frequently touched objects and surfaces, which are surfaces used repeatedly by lots of people throughout the day, using a detergent and then a disinfectant, 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.

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.

- 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.

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 and then a disinfectant, or 2-in-1 detergent and disinfectant solution or wipes.

For example:

- sunglasses, mobile phones, tablets, car keys
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What do I need?

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

☐ A disinfectant containing alcohol in a concentration of \( \geq 70\% \), chlorine bleach in a concentration of 1000 parts per million (see the [Department of Health website](https://www.gov.au/coronavirus) for more information on achieving the correct bleach solution)

The Therapeutic Goods Administration (TGA) has published a list of disinfectant products that are permitted to claim they are effective against COVID-19.

As long as you use a disinfectant containing one of the chemicals listed above in accordance with the manufacturer’s directions, they will be effective. They do not need to be on the TGA list.

☐ 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.

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 PPE. Also make sure the product is suitable for use on the surface you are cleaning.

☐ Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps.

☐ 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.

Refer to the [Cleaning](https://www.gov.au/coronavirus) information for further instructions.