



PANDEMIC: REOPENING SAFETY PLAN

APPENDIX D

Cleaning and Disinfecting

The first step in the cleaning and disinfecting process is to clean both hard and soft surfaces prior to commencing the disinfecting stage, in order to prevent the spread of infection or virus. Cleaning is required to remove dust, grease and organic matter on surfaces to allow for the disinfectant to penetrate the surface in order to kill germs. There are products available that are combined to accomplish both cleaning and disinfecting at the same time.

Disinfecting will take place in a number of locations; the products utilized for this effort will vary in type, method of use and characteristics. Only disinfectants that have a Drug Identification Number (DIN) will be used. A DIN is an 8-digit number given by Health Canada that confirms it's approved use in Canada. Disinfectants must be applied and allowed contact time in order to be effective. Review product labels, Safety Data Sheets and the manufacturers' recommendations for use, PPE requirements and disposal.

Cleaning and disinfecting will take place in Phase 2 of the Re-opening strategy prior to the NAC re-opening. Continued cleaning and disinfecting will take place in each area of the building as each space is granted permission to re-open. Once an area of the centre is re-opened, that area will be sanitized on a regularly scheduled basis.

Commonly touched "high touch" surfaces and items should be cleaned and sanitized frequently (e.g. at least three times per day) to limit the potential spread of germs. Develop a checklist specific to your department, work space or backstage as a checklist or guide to ensure the area has been disinfected as per schedule. Remember to always work from clean areas to dirty areas.

These are the General items:

- Door knobs, door frames, handles, or other frequently touched areas on the door
- Hand railings
- Light switches
- Elevator buttons
- Change room doors, lockers, benches etc.
- Shared equipment (Telephones, faxes, photocopiers)
- Floors to be mopped routinely throughout the day.

Kitchen/staff room:

- Food preparation areas and equipment
- Counter tops
- Fridge handles
- Microwaves
- Desks, tables, chairs, counter tops
- Coffee pots/kettles
- Water fountains
- Tables/chairs

Washrooms:

- Stall door edges and locks
- Coat hooks
- Sanitary napkin dispensers



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POST PANDEMIC SAFETY PLAN

- Paper towel dispensers
- Soap dispensers
- Taps/faucets
- Flush handles
- Toilet seats
- Toilet bowls and urinals

Important points to remember:

- Use single-use cloths or disposable paper towels to clean sinks and toilets/urinals
- Ensure an adequate supply of paper towels and soap
- Do not top up partially empty dispensers; once empty, containers should be cleaned, disinfected, dried, and then refilled
- Soap/detergent must be rinsed off prior to disinfection
- Follow instructions. It might be tempting to mix cleaning products to make sure your facility is germ-free -- but don't. Mixing some cleaners and disinfectants (like chlorine bleach and ammonia) can be harmful, even deadly. Others can irritate your eyes, nose, or throat and cause breathing problems.
- Employees conducting this cleaning will be using the appropriate PPE (i.e. appropriate disposable gloves, eye protection, etc.) for the chosen disinfectant solution and work activities.
- Reminder to these employees to wash their hands with soap and water for a minimum of 20 seconds before and after cleaning or using an appropriate hand sanitizer. This would include washing their hands before donning gloves and after doffing gloves.
- Leave the disinfectant on surfaces for the appropriate length of time, as indicated by the DIN-approved product instructions.
- For sensitive equipment (e.g. tablets, touch screens, etc.), apply the disinfectant to cleaning cloths rather than direct application of disinfectant on equipment for cleaning.
- Clean by wiping in a uniform application to ensure full coverage on surfaces (i.e. wipe horizontal and then vertical.)
- Use vacuums equipped with High-Efficiency Particulate Air (HEPA) filters wherever possible.
- Eliminate dry sweeping/mopping/wiping methods that may release particles into the air.
- Apply an appropriate disinfectant on soft surfaces (e.g. carpets, fabrics, etc.) and leave to dry before using (e.g. chairs).

When the facility is experiencing an outbreak, cleaning and disinfection of these surfaces and items will require a more thorough disinfecting and will continue at a higher frequency.

Reference: Ottawa Public Health, Stop the Spread
Ontario Public Health, Cleaning and Disinfecting Public Spaces

INSTRUCTOR: _____ TRAINEE: _____
DATE: _____ **Please print your names.**

