



## PANDEMIC: REOPENING SAFETY PLAN

### APPENDIX G

#### Sanitizing Protocols

Products selected for cleaning and disinfecting must have Health Canada Drug Identification Number (DIN) approval prior to use. Anyone working with these products must review and understand the safety precaution measures and potential hazards related to the disinfectant. Employees using these products shall first be trained on the proper use and application of the disinfectant, the associated hazards and precautions, the necessary PPE if required, and personal hygiene techniques following the use of the product.

In addition, prior to using the disinfectant the following should be understood: the correct dilution rates, if applicable, as per manufacturers' instructions; the correct concentration needed to ensure the solution is effective (i.e. not too weak or too strong); and, the specific chemical ingredients and refraining from mixing chemicals as it may be dangerous if they interact (i.e. release vapours or heat.)

The products necessary for individual disinfecting in the various departments will be supplied by Operations and will be available either in a disinfected wipe or a spray bottle solution with paper towels. The section below provides a general perspective of areas and "high touch" locations where employees of the department will be responsible to perform their own cleaning prior to use, at the beginning of the work day / shift. Typically these items shall be disinfected 3 times per day / shift by the employees in the department or more frequently in higher traffic areas.

#### The following items shall be considered:

- Workspaces, backstage and office areas:
  - Light switches, door handles, desk and drawer handles, electronic devices (including phones or tablets), music stands, chair and armrests;
  - Attempt to maintain a "clean desk" only essential items should be stored on any desk;
  - Multi-user items such as photocopiers and printers;
  - Refrain from borrowing and using other people's devices.
- Kitchenettes and lunch rooms:
  - Fridge door handle, keep the food in the lunch bag, then place the entire lunch bag in the fridge;
  - Microwaves will be removed;
  - Wipe down water dispensers before and after each use;
  - Wipe down trash containers before and after each use.

Other areas of the NAC will be assessed for items requiring disinfecting or removal. This process will be managed by Operations.

#### These items are listed below:

- Boardrooms and meeting spaces will be disinfected daily by the Operations team.
- Boardrooms and meeting spaces will have fewer items, (eg. no extra chairs, no markers or erasers).
- Common use items such as keyboards, TVs and remotes must be disinfected by the user before and after use.
- Teleconferencing software will be uploaded to the electronic equipment in the facility.
- The boardroom telephones will be removed; use your corporate cell phone when needed.



## POST PANDEMIC SAFETY PLAN

- 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 directly applying it to equipment.
- Clean surfaces by wiping in a uniform application to ensure full coverage (i.e. wipe horizontal and then vertical.)
- Use vacuums equipped with High-Efficiency Particulate Air (HEPA) filters (verified via aerosol challenge test) wherever possible.
- Do not dry sweep/mop/wipe surfaces, as it may release particles into the air.
- Apply an appropriate disinfectant on soft surfaces (e.g. carpets, chairs, fabrics, etc.) and allow to dry before use.
- Place all waste materials associated with decontamination in sealed bags and then disinfect the outside of the sealed bag.
- Eliminate the practice of compacting waste materials associated with decontamination.
- When possible, store decontamination waste bags outside of the building and place them directly into the waste bin.

Deep cleaning decontamination will occur when an employee is suspected or infected with a pathogen while they occupied an area of the NAC. However, if the area has been closed for more than seven days since the potentially infected person visited or used the facility, the deep-cleaning decontamination protocol is not necessary. Continue with regular preventative cleaning and disinfection.

### Considerations for deep cleaning:

- Isolate the contaminated area from the rest of the building and other employees.
- As appropriate and where possible, increase air circulation in the contaminated area.
- Consider waiting 24 hours before decontamination or as long as feasibly possible, then use sector specific guidelines where applicable.
- Complete a risk assessment prior to commencing the disinfection process (i.e. determine the pathogen of concern, number of confirmed or suspected cases, length of time area has been unoccupied, size of area, types of surfaces that may need disinfecting, etc.)
- Through the assessment, determine if the disinfection process should be maintained within the Operations cleaning personnel or retain the services of an approved deep-cleaning abatement contractor.
- The cleaning employees performing the deep cleaning must be trained in the proper use of the PPE requirements (i.e. disposable virus-impervious full-body coveralls with hood and shoe covers, protective gloves appropriate to the cleaning products used, respirators equipped with P100 filters and, if needed, combination cartridge for the cleaning solution, eye protection, etc.).

Reference: Event Safety Alliance Reopening Guide  
WSPS, Post Pandemic Playbook  
Ontario, Ministry of Labour, Training and Skills Development, Workplace Health & Safety

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INSTRUCTOR: \_\_\_\_\_ TRAINEE: \_\_\_\_\_  
DATE: \_\_\_\_\_ Please print your names.