

**1. WHAT IS CORONAVIRUS?**

Corona is a family of viruses that cause respiratory symptoms and illnesses, COVID-19 is a new virus in the coronavirus family.

**2. HOW DOES IT SPREAD?**

Because it is a respiratory virus, it spreads through droplets in the following ways:

- a) Close contact with an infectious person, including 24 hours before they started showing symptoms;
- b) Direct contact with droplets from an infected person, through coughing, sneezing and sweating; and
- c) Touching objects or surfaces that have droplets from an infected person on them, and then touching your face or mouth.

Because of the way that COVID-19 is transmitted it can spread easily and quickly in the workplace in the following ways:

- a) Socialising – talking to, working in close proximity with, eating with and shaking hands with others; and
- b) Common Surfaces – handling common technology, equipment, paperwork and touching common surfaces.

This means it is essential that workplaces are kept clean and hygienic, physical interaction is minimised as much as possible and that personal hygiene is made a priority. The virus cannot survive and will not spread on surfaces that are disinfected.

**3. HOW LONG DOES IT STAY ACTIVE?**

The length of time that COVID-19 survives on surfaces or in a space can vary depending on factors such as the amount of contaminated bodily fluid, environmental temperature, sun exposure or light levels, humidity and what type of surface it is. The virus does degrade over time, but you should avoid touching these surfaces in shared spaces, if you can't do that, don't touch your face after touching these surfaces and regularly wash and sanitise your hands and clean these surfaces.

It is important to clean in accordance with environmental conditions and contents.



**3 Hours**  
This is how long the coronavirus can survive and remain infectious in airborne droplets.

**24 Hours**  
This is how long coronavirus can remain infectious on cardboard and other porous surfaces.



**72 Hours**  
This is how long the coronavirus can remain infectious on hard, shiny surfaces.

For more information: [Persistence of Coronavirus on Inanimate Surfaces and Inactivation with Biological Agents.](#)

#### 4. HOW DOES IT SPREAD IN THE WORKPLACE?

Many areas of the workplace (especially amenity areas) are common areas where people are often in close proximity of others, performing high touch activities, and because these areas are usually common areas shared by people from all areas of the workplace these areas have a heightened risk of interpersonal transmission unless hygiene standards are properly managed.

Below are lists of the high touch items generally found within various amenity areas found in the workplace:

##### Bathrooms

- Doorknobs / door handles and doors (entry / exit)
- Light switches (where not automated)
- Toilet / shower stall door and locks (internal / external)
- Toilet seats and toilet / urinal flush mechanism
- Handrails
- Toilet roll dispenser
- Feminine hygiene product dispenser and bins
- Shower taps and showerhead
- Shower bench and clothing hooks
- Paper towel and general waste bins (especially with lids)
- Sink and taps (where not automated)
- Hand towel dispenser and hand dryers
- Hand-soap dispenser (where not automated)
- Hand-sanitiser dispenser (where not automated)

##### Changerooms

- Doorknobs / door handles and doors (entry / exit)
- Light switches (where not automated)
- Personal storage locker doors (external)
- Production clothing storage hooks, hangers and rails
- Boot racks (especially where boots are shared)
- Hair-net, beard-net and earplug dispensers
- Dirty laundry and PPE bins (especially with lids)
- Dividing walls between high-care and low-care areas

##### Canteen and Eating Areas

- Doorknobs / door handles and doors (entry / exit)
- Light switches (where not automated)
- Microwaves, pie warmers and jaffle makers
- Fridges and vending machines
- Coffee machines
- Tea towels and towel racks
- Dishwashers (including contents)
- Cupboards (especially shared contents)
- Drinking fountains and water dispensers
- Sinks and taps (where not automated)
- Paper towel and general waste bins (especially with lids)
- Cutlery and napkin dispensers
- Salt and pepper shakers
- Tables and chairs

##### Ante Rooms

- Doorknobs / door handles and doors (entry / exit)
- Light switches (where not automated)
- Knife sharpening stations
- Boot wash stations (especially handrails)
- Sinks and handwash stations
- Equipment washdown stations
- Hand towel dispenser and hand dryers
- Hand-soap dispenser (where not automated)
- Hand-sanitiser dispenser (where not automated)
- Paper towel and general waste bins (especially with lids)
- Hair-net, beard-net and earplug dispensers
- Disposable PPE dispensers (poncho, gloves, spats etc.)

##### Smoking Area

- Doorknobs / door handles and doors (entry / exit)
- Handrails
- Tables
- Chairs
- General waste bins (especially with lids)
- Ashtrays

##### Site Access and Egress Areas

- Doorknobs / door handles and doors (entry / exit)
- Turnstiles
- Time-in-attendance systems (e.g. deputy, kronos etc.)
- Security offices (especially with sign-in systems)

##### Offices

- Doorknobs / door handles and doors (entry / exit)
- Handrails
- Lift / elevator buttons
- Light switches (where not automated)
- Airconditioning / heater remotes (where not automated)
- Drinking fountains and water dispensers
- Office partitions
- Landline phones
- General waste / recycling bins (especially with lids)
- Tables, desks and drawers
- Chairs
- Computers, monitors, keyboards and mice

## 5. WHAT NEEDS TO BE WORN WHEN CLEANING THE WORKPLACE?

When performing (preventative) cleaning works in the workplace where there is no reasonable suspicion of contamination it isn't necessary to wear different PPE or protective clothing different what would usually be worn to perform usual cleaning works.

The following is the recommended PPE and clothing that should be worn when carrying out preventative cleaning works:

- 1) **Head Protection** – hair-net, hard-hat, bump-cap etc. these are worn for hygiene and safety reasons;
- 2) **Safety Footwear** – preferably gumboots for hygiene reasons i.e. ability and ease to completely sanitise them;
- 3) **Gloves** – medium duty nitrile gloves, or higher depending on chemical used to provide protection from transmission;
- 4) **Hearing Protection** – where required disposable hearing PPE should be worn for hygiene and sanitisation reasons;
- 5) **Eye Protection** – safety glasses, goggles, full-face visor etc. must be worn for hygiene and safety reasons;
- 6) **Long Sleeve Work Shirt and Work Pants** – work clothing must be laundered at  $\geq 60^{\circ}\text{C}$  for hygiene reasons;

## 6. WHAT CLEANING EQUIPMENT NEEDS TO BE USED?

Due to the nature of these cleaning works and their intended purpose, it is essential to have all of the required cleaning materials listed below in sufficient quantities so that they can be used as intended to achieve the desired result.

The following are the recommended cleaning materials that should be used to carry out preventative cleaning works:

- 1) **Microfibre Cloths** – a colour-coded system is recommended so you don't cross-contaminate high / low care surfaces; (blue for general use, yellow for glass, red for toilets and urinals).
- 2) **Spray Bottle of Sanitiser** – the type of sanitiser and dilution rate will depend on what type of surface you are cleaning;
- 3) **Disinfectant Wipes** – you should only use disinfectant wipes that have antiviral properties i.e. will kill viruses;
- 4) **Disinfectant Floor Cleaner** – you should only use a floor cleaner with antiviral properties i.e. will kill viruses;
- 5) **Mop and Mop Bucket** – you should use a mop with disposable pads or head for hygiene reasons; and
- 6) **Bin Bags and Liners** – you should have various sizes of bin bags / liners to hygienically dispose of waste and materials.

For more information: [Centre for Disease Control and Prevention – Personal Protective Equipment](#)

7. WHAT CHEMICALS SHOULD I USE? AND WHY?

The chemical you select and the concentration you will use it at for cleaning will depend on the following factors:

- a) **The Surface** – depending on the surface(s) being cleaned, different chemicals will be more or less suitable for the task. e.g. bleach (sodium hypochlorite) would be suitable for metal or tiled surfaces but not for wooden surfaces;
- b) **Environmental Factors** – environmental factors will have a significant impact on what chemicals can or can't be used. e.g. ventilation, drainage and other chemicals already being used in the area that could have catalytic reactions;
- c) **Log Reduction** – what is an acceptable log reduction for the surface that is being cleaned; and

Log Reduction (log <sub>10</sub> )	Reduction (%)
1	90 %
2	99 %
3	99.9 %
4	99.99 %
5	99.999 %

- d) **Contact Time** – what is an acceptable contact time to achieve the desired log reduction.

As you can see in the table above, a stronger concentration doesn't always mean better results.

Concentration	Ethanol Exposure Time	Log Reduction (log <sub>10</sub> )
78 %	30 s	≥ 5.0
<b>80 %</b>	<b>30 s</b>	<b>≥ 4.3</b>
85 %	30 s	≥ 5.5
95 %	30 s	≥ 5.5

As you can see in the table above, higher concentration doesn't always mean better results, and there is a diminishing point of return.

Bleach comes in a variety of strengths, the concentration of the active ingredient (hypochlorous acid<sub>2</sub>) can be found on the label.

Table below shows recipes to achieve 1,000 PPM (0.1%) bleach solution.

%	Original Strength of Bleach		Disinfectant Recipe		Volume in Standard 10 L Bucket
	Parts Per Million (PPM)		Parts of Bleach	Parts of Water	
1	10,000		1	9	1,000 ml
2	20,000		1	19	500 ml
3	30,000		1	29	333 ml
4	40,000		1	39	250 ml
5	50,000		1	49	200 ml

For more information: [Full list of EPA approved chemicals for disinfection of COVID-19 – Disinfectants for Use Against SARS-CoV-2](#)

## 8. Classes of Surfaces, Equipment and Machinery

Below are the 'classifications' of typical surfaces, equipment and machinery found in the workplace. These classifications are intended to be used to indicate the order in which works are to be completed to prevent transmission of bacteria from low-care to high-care surfaces.

These classifications are **not** a triage system, nor are they intended to indicate which surfaces are higher risk than others.

### Water Sensitive Electronics (Class 1)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Light switches and GPO's</li> <li>• Airconditioning / heater and remotes</li> <li>• All cables for the following</li> <li>• Computers, monitors and televisions</li> <li>• Keyboards and mice</li> <li>• Projectors</li> <li>• Landline phones</li> </ul> | <ul style="list-style-type: none"> <li>• Radios and speakers</li> <li>• Microwaves, toasters, pie warmers, jaffle makers etc.</li> <li>• Kettles and coffee machines</li> <li>• Fridges and vending machines</li> <li>• Dishwashers and washing machines</li> <li>• Turnstiles</li> <li>• Time-in-attendance systems (e.g. deputy, kronos etc.)</li> </ul> |
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### High Touch Surfaces and Equipment (Class 2)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Doors, doorknobs and handles</li> <li>• Handrails</li> <li>• Tables, desks, drawers, chairs and benches</li> <li>• Drinking fountains and water dispensers</li> <li>• Office partitions</li> <li>• Personal storage locker doors and cupboards</li> <li>• Production clothing storage hooks, hangers and rails</li> </ul> | <ul style="list-style-type: none"> <li>• Boot racks (especially where boots are shared)</li> <li>• Dividing walls between high-care and low-care areas</li> <li>• Sinks and handwash stations (especially manual taps)</li> <li>• Hand-soap / sanitiser dispenser (where not automated)</li> <li>• Paper towel dispenser (especially with housing)</li> <li>• Disposable PPE dispensers</li> <li>• Whiteboards and clipboards</li> </ul> |
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### High Touch Plant and Equipment (Class 3)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Boot and equipment washdown stations</li> <li>• Equipment storage stations</li> </ul> | <ul style="list-style-type: none"> <li>• Knife sharpening stations</li> <li>• Forklifts and other mobile plant</li> </ul> |
|--|---|

### Bathroom, Changeroom and Waste (Class 4)

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|---|---|
| <ul style="list-style-type: none"> <li>• Toilet / shower stall door and locks (internal / external)</li> <li>• Toilet roll and feminine hygiene product dispenser</li> <li>• Hand towel dispenser</li> <li>• Hand dryers (<b>water sensitive</b>)</li> <li>• Hand-soap / hand-sanitiser dispensers</li> <li>• Sinks / handwash station, shower taps and showerhead</li> </ul> | <ul style="list-style-type: none"> <li>• Feminine hygiene product bins</li> <li>• Paper towel and general waste bins (especially with lids)</li> <li>• Toilet and urinal flush mechanism</li> <li>• Toilet seats, toilets and urinals</li> <li>• Reusable cleaning equipment from cleaning process</li> <li>• All waste material from cleaning process</li> </ul> |
|---|---|

(The items in the first column must be completed first)

(The items in the second column must be completed last)

## 9. Disinfection of COVID-19 – Work Process

The following cleaning process may be similar to the amenity cleaning works currently being carried out over a determined cleaning frequency schedule, this is not advice on the frequency with which these works should be completed, the cleaning frequency should be determined based on exposure risk.

- 1) Clear all surfaces of any rubbish, waste material or unnecessary items, put all rubbish and waste material in a bin bag. The more material on a surface, the more the disinfectant is diluted, and the more disinfectant is required to sanitise. If working in an office space (or the like) where there are several waste baskets, they should be emptied or removed at this stage. You must change your gloves and wash and sanitise your hands before proceeding.
- 2) Thoroughly clean all *Water Sensitive Electronics (Class 1)* with a microfibre cloth and spray bottle of sanitiser or disinfectant wipe, removing any visible material and covering all surfaces with sanitiser. Some of this equipment must be isolated or unplugged when these cleaning works are performed. Do not directly spray this equipment with the spray bottle of sanitiser and do not get this equipment unnecessarily wet.

When cleaning non-mounted equipment of this type, ensure that it is placed onto a surface that has already been disinfected to complete cleaning to prevent the cross-contamination of equipment and to ensure thorough coverage.

e.g. when cleaning a keyboard:

- First clean and disinfect a space on the desk near the keyboard;
- Then thoroughly disinfect all keyboard surfaces with a micro-fibre cloth and spray bottle of sanitiser or disinfectant wipe;
- Then place the disinfected keyboard onto the space that has already been cleaned and disinfected; and then
- Clean and disinfect the space where the keyboard was originally.

When required, ring out microfibre cloth to remove excess moisture to prevent damaging moisture sensitive electronics, when finished put all soiled microfibre cloths and disinfectant wipes in a bin bag.

- 3) Thoroughly clean all *High Touch Surfaces and Equipment (Class 2)* with a microfibre cloth and spray bottle of sanitiser or disinfectant wipe, removing any visible material and thoroughly covering all surfaces with sanitiser. These surfaces should be cleaned from top to bottom in a systematic way to ensure you aren't moving back and forth in an area and ensuring that all surfaces are thoroughly cleaned and disinfected, and nothing gets missed.

When finished, put all soiled microfibre cloths and disinfectant wipes in a bin bag.

e.g. when cleaning an office space – starting from the far end (furthest point from the door or room entry) clean and disinfect all surfaces from top to bottom moving towards the door, then close off this space and allow disinfectant to sit.

- 4) Thoroughly clean all *High Touch Plant and Equipment (Class 3)* with a microfibre cloth and spray bottle or sanitiser or disinfectant wipe, work from top to bottom removing any visible material and thoroughly covering surfaces with sanitiser.

When required, ring out microfibre cloth to remove excess moisture to prevent damaging moisture sensitive electronic components, when finished put all soiled microfibre cloths and disinfectant wipes in a bin bag.

- 5) Thoroughly clean all *Bathroom, Changeroom and Waste (Class 4)* surfaces (in the order showing in the Class 4 table) with the correct colour coded microfibre cloth and spray bottle of sanitiser or antibacterial wipe, removing any visible material and thoroughly covering all surfaces with sanitiser.

When finished, put all soiled microfibre cloths and antibacterial wipes in a bin bag.

- 6) Take off your gloves and put them in a bin bag, thoroughly wash and sanitise your hands and put new gloves on.
- 7) Empty all of the site waste bins or remove and replace the bin liners and put them into the bin bag(s) that you have been using for cleaning waste material. Place all bin bags in the designated waste storage area.
- 8) Fill the mop bucket with warm water then add the required amount of disinfectant floor cleaner. Thoroughly mop all non-carpeted floor areas. When the mop-pad becomes soiled, replace it and dispose of the soiled mop-pad in a bin bag.

For more information: [Guidance on Preparing Workplaces for COVID-19 – Classifying Exposure \(page. 18\)](#)