

# HOW TO CLEAN YOUR WORKPLACE

## CLEANING

Removal of visible soil and dirt from a surface. Must be done before disinfecting.

### PRODUCTS

- Soap and water



## DISINFECTING

Is the use of chemicals to kill bacteria and viruses on surfaces. Requires a pre-cleaned surface and a typical dwell time of 1-10 mins.

### RECOMMENDED PRODUCTS ( 1 MINUTE )

- Bleach 0.1%
- Hydrogen Peroxide 3%
- Ethanol 70%.
- If using Quaternary Ammonium compounds - must be left untouched for 10mins to allow time for disinfectant to kill the virus



## CLEANING AND DISINFECTING



### CLEANING TECHNIQUES

- Areas should be cleaned starting at the highest surface and working downwards.
- The cleanest areas should be done prior to the dirtiest areas.

### CLEANING AND DISINFECTION FREQUENCY

#### HIGH TOUCH AREAS

4 times daily:

- Door handles
- Light switches
- Handrails
- Tables and chairs



#### LESS FREQUENTLY TOUCHED SURFACES

Daily or Weekly - Depending of their level of contact