

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?

- At 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.

- 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

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.

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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](#) 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.

What should I clean?

- Thoroughly clean and then disinfect:
 - all areas of suspected or confirmed contamination
 - any common areas (e.g. break rooms, washrooms), and
 - any known or likely touch points in the workplace.

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](#) information for further instructions.