|  |  |
| --- | --- |
| Version Number: | 3 |

|  |  |
| --- | --- |
| **Title:** | LEVEL 1 Cleaning procedure during COVID - 19 Outbreaks |
|  |
| **Business Unit:** | REFM, COV Contract Cleaners, PB Janitorial staff for park washrooms and recreation centres | **Effective Date:** | 2020/03 |
|  |
| **Branch/Dept:** | Building Services Workers | **Revision Date:** | 2020/03/10 |
|  |

1. **PURPOSE AND SCOPE**

This Safe Operating Procedure (SOP) has been developed to ensure the safe performance of cleaning when there is an infectious outbreak such as COVID – 19 or other similar viruses. This SOP will serve to eliminate, reduce and/or control the hazards likely to be encountered by workers performing the task.

NOTE: *This SOP should NOT be used as a substitute for training. It is a supplemental training tool for new workers who are asked to complete this work task. New employees must be trained on the equipment and competence doing the task must be established by the supervisor when initially completing the task.*

1. **RISK ASSESSMENT**

The following SOP was developed from a Risk Assessment conducted by Andrew Ross, Safety Manager, Organizational Safety, HR. See Vandocs 07-4000-10/0000038 HR - HS - ECP - City COVID-19 Pandemic - Planning - Preparedness - 2020

1. **TOOLS / EQUIPMENT / MATERIALS REQUIRED**

The following tools, equipment and materials are required to perform this SOP:

###### Plastic bags

* Tape

###### Bucket

###### Disinfectant solution:

###### Dusbane Quat Plus Solution – dilute 80 parts water to 1 part Quat Plus

###### Hydrogen Peroxide Wipes

###### Paper towels or other sorbent material

###### Mop

* Signs or barrier tape
* Handwashing signs for posting and tape to post
1. **PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

The following personal protective equipment is required to perform this SOP:

* Disposable Gloves (vinyl,poly or nitrile)
* Safety glasses, safety goggles or face shield
* Disposable booties (optional)
* Protective clothing such as tvek or apron (optional)
* N-95 respirator (disposable mask) (optional) **Note**: annual respiratory fit testing is still required for Disposable masks.
1. **PREREQUISITES**
2. **KNOWLEDGE / SKILLS / ABILITIES**
* City of Vancouver Blood Borne Pathogen Program
* City of Vancouver Exposure Control Plan: ECP - City COVID-19 Pandemic - Planning - Preparedness - 2020
1. **TRAINING / CERTIFICATION**
* BSW training
* WHMIS training
* City of Vancouver Blood borne pathogen training
1. **PROCEDURE**

Complete steps in the order listed. If at any time during the performance of this work, additional risks (not identified by this SOP) present themselves, contact your supervisor for further direction / instructions.

ENHANCED CLEANING REQUIREMENTS DURING COVID-19 RISK OR OTHER SIMILAR VIRUS OUTBREAKS:

1. Post hand-washing signs around the work area and in washrooms to encourage good and increased hand washing practices among all staff and visitors.
2. Wear gloves, safety glasses or eye goggles or full face protection. Tyvek suits, booties and respirators are optional at this time.
3. Prepare a fresh batch of the sanitizing solution (see section III above).
4. Wash all non-porous materials with the sanitizing solution or use Hydrogen peroxide disposable wipes.
5. Frequently clean the following items with a Quat Plus solution in a spray bottle: handrails, handles, e.g. door, cabinet, fridge, paper towel dispenser etc. and any other hand contact surfaces, door knobs, light switches, telephones, remote controls, elevator buttons, garbage cans.
6. The Quat Plus solution should be sprayed and left for **10 minutes** contact time before wiping up with disposable paper towels.

NOTE: Never use rags. Using disposable paper towels will reduce the possibility of cross contamination.

Note: Only use the Quat solution spray on frequently touched surfaces if there is at least 10 minutes to allow it to air dry before workers and the public may come into contact with it.

Carpets and other porous materials such as rugs, should be cleaned using a steam cleaner which reaches a minimum temperature of 71°C unless the floor coverings are not heat tolerant (some carpets can only be steamed to 40°C otherwise shrinkage and colour runs may occur.

Cleaning of Public Restrooms

1. Post hand-washing signs to encourage good and frequent hand washing practices among all staff and visitors.
2. Use disposable paper wipes for cleaning with Quat sanitizing solution in a spray bottle.
3. Frequently clean and sanitize door handles, toilet flushers, doors, faucets, dryers, counters and any other hand contact surfaces.
4. Ensure either an air-dryer or disposable paper towels for hand-drying are available. (If not, inform your supervisor immediately who can put in a work order)
5. Maintain the supply of soap, toilet paper and paper towels.

If materials are contaminated with vomit or feces or even blood, follow the Blood and Bodily Fluid cleaning Standard Operating Procedure.

#### OTHER INFORMATION

**I. Permits/documents required**

* None required.

#### REFERENCES

I. Regulatory References

* *OH&S Regulation:*

 *Part 5: 54 Exposure control plan*

 *Part 6:33 to 6.47 Biological Agents*

* *Vancouver Coastal Health*

#### EMERGENCY PROCEDURES

* In the event of a serious medical emergency, dial 9-1-1.
* In the event of difficulties on the job that may pose a safety hazard, contact your Supervisor for further instructions.

**Skin Contact with cleaning products**

* Rinse exposed body part for at least 10 minutes under clean running water. Report to first aid.

**Procedure Approval**

|  |  |
| --- | --- |
| Dennis Leung | Nicole Horspool,  |
| Associate Director, FM&O | Occupational Safety Specialist, Organizational Safety |

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Edited by** | **Effective Date** | **Details of Changes** |
| 2 | Nicole Horspool | March 10th 2020 | Reference to BBP cleaning procedures, added ECP and Risk Assessment reference, added safety goggles in list of PPE |
| 3 | Brian Landels | March 11, 2020 | Corrected Dilution rate for Quat from 40, dilute 80 parts water to 1 part Quat Plus |
|  |  |  |  |
|  |  |  |  |