# **Sanitizing WOrk Surfaces - SAFE WORK procedure**

**PURPOSE**

The purpose of this procedure is to ensure frequently used surfaces and objects are cleaed regularly to mitigate the risk of becoming infected after touching contaminated surfaces. The virus that causes COVID-19 has the potentital to survive in the environment for several days. Cleaning frequently touched surfaces, can kill the virus, making it no longer possible to infect people.

**SCOPE**

This document covers procedures for disinfecting frequently touched work surfaces.

**APPLICABILITY**

These procedures apply to City of Kelowna employees across all divisions during pandemic virus outbreaks, specifically COVID-19.

**PREREQUISITES**

None.

**REFERENCE SOURCES:**

* [Public health measures to mitigate COVID-19](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html)
* [British Columbia Best Practices for Environmental Cleaning for Prevention and Control of Infections in all Healthcare Settings and Programs](https://www.picnet.ca/wp-content/uploads/British-Columbia-Best-Practices-for-Environmental-Cleaning-for-Prevention-and-Control-of-Infections-in-All-Healthcare-Settings-and-Programs.pdf)
* [Frequency of Cleaning Risk Assessment](http://insites.kelowna.ca/Corporate/Safety/Documents/General%20-%20Frequency%20of%20Cleaning%20Surfaces%20RA.docx)
* [Hand Washing Safe Work Procedure](http://insites.kelowna.ca/Corporate/PoliciesProcedures/SafetyPolicies/General%20-%20Hand%20Washing%20SWP.docx)
* [Sani Cloth Germicidal Cloth Safety Data Sheet](file://localhost/%E2%80%A2%09https/::pdihc.com:wp-content:uploads:2018:08:Sani-Cloth-Plus-Germicidal-Disposable-Cloth-SDS-0002-00.pdf)

**PPE REQUIRED:**

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| * Disposable gloves – are required for departments using Sani Cloth Plus Germicidal Disposable Cloths (white and pink container) or if employee has known skin sensitvitiy | | |
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**TOOLS AND EQUIPMENT REQUIRED:**

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| * Surface disinfectant wipes (Clorox or Sani Cloth) |

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| **PRE – Work Procedure** | |
| **Responsibility** | **Activity** |
| **Employer** | * Increase frequency of cleaning of high touch surfaces (ex. phones, elevator buttons, computers, desks, lunch tables, kitchens, washrooms, steering wheels, cash registers, seating areas, surface counters, customer service counters etc.). * This is achieved through janitorial service and due diligence by staff across the organization to wipe areas between cleans. |
| **Supervisor / Employee** | * Refer to product label and, when applicable, the safety data sheet (SDS), for information. |
| **Safe Work Procedure** | |
| **Responsibility** | **Activity** |
| **Janitorial contractor** | * As a preventative measure, janitorial contractors perform increased daytime sanitizing of common area surfaces that are regularly touched by occupants such as door handles, elevator buttons, railings, washroom and lunchroom taps, paper tower dispensers et cetera. * The purpose is to sanitize high use areas at least once per day (ex. City Hall, City Yards) in addition to regular overnight sanitizing and cleaning. * Janitorial contractor will follow standard cleaning precautions, such as to prevent cross-contamination of areas and wipe cleaner areas before wiping ditier areas. For example:   + When cleaning washrooms, clean/wipe door handles, countertops, soap dispensers, taps and mirrors prior to wiping toilets   + Once cloths are used to wipe a toilet(s), they must be put aside for washing |
| **Employee** | * Increased daytime cleaning of high touch common area surfaces that are accessible to the public, clients and/or multiple employees during a work day. The recommendation is three times daily – once in the morning, once midday and once in the afternoon. High touch areas include:   + Countertops at City Hall main reception, One Window, Parkinson Recreation Centre, City Yards – main reception and Central Stores desk etc.   + Meeting rooms across all City locations   + Council Chambers (on days when council meetings or public hearings are in session)   + Shared workstations, included shared vehicles * Employee may elect to wipe down surfaces more frequently as needed (ex. if sneezing occurs) * Clorox Disinfecting Surface Wipes have been provided to *most* City locations. Per the product label:   + Wipe surface with a wipe   + Let it air dry   + Ensure container lid is closed to preserve product   + As this solution can irritate eyes, wash your hands thoroughly with soap and water after handling * Some areas (ex. Water Supply, Water Quality and Customer Care) utilize Sani Cloth Plus Germicidal Disposable Cloth. Per Section 8 in the Product SDS, [linked here](https://pdihc.com/wp-content/uploads/2018/08/Sani-Cloth-Plus-Germicidal-Disposable-Cloth-SDS-0002-00.pdf), disposable gloves should be worn to prevent skin contact when using this product to wipe surfaces.   \****Note:***Recommendation of thee times daily cleaning of high touch areas exceeds the best practices in the *British Columbia Best Practices for Environmental Cleaning for Prevention and Control of Infections in all Healthcare Settings and Programs Manual.* |
| **Employee** | * Per the Frequency of Cleaning Risk Assessment, personal employee workstations are lower risk of contamination than publicly accessed and/or shared workstations. Out of an abundance of caution, the recommendation is to wipe personal desk spaces three times daily, once in the morning, once midday and once in the afternoon. * Employees are responsible for utilizing disinfectant wipes once daily at their personal workstation. * Employee can elect to sanitize more than once, as needed (ex. if sneezing occurs)   \****Note:*** Recommendation for once daily cleaning of personal workstations |

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| **POST – House keeping** | |
| **Responsibility** | **Activity** |
| **Employee** | * Report any health and safety concerns to your immediate supervisor, it is their responsibility to determin appropriate action or to consult the approprirate party, such as OHS Branch, for further guidance. |

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| **Written by:** | OHS Branch | **Title:** |  | **Dept.** |  |