**Level 2 Personal Cleaning Supply Station for COVID 19 Prevention Instructions**

**[\*\*REFM staff cleaned buildings]**

At this station the following supplies are provided so that workers can help themselves to cleaning and disinfecting supplies to clean & disinfect their own workstations.

**Please note:** cleaning staff have already begun increased cleaning intervals for commonly used facility surfaces.

**Please ensure you follow the below cleaning & disinfecting protocol if you decide to use the cleaning supplies:**

1. Put on gloves.
2. Clean with soapy water first if you have any visible debris on your desk.
3. Use the spray bottle which contains Quat Plus (1 part Quat Plus to 80 parts water) for disinfecting.
4. Spray all surfaces on your desk that you touch such as your work desk, keyboard and mouse with the Quat Plus spray bottle.
5. Wait 10 minutes. Quat Plus requires a minimum of 10 minutes of contact time to inactivate the COVID 19 virus.
6. Wipe away any excess disinfecting liquid with a paper towel after 10 minutes and dispose of regularly in the garbage can.
7. Dispose of gloves.
8. Wash hands for a minimum of 20 seconds.

\*\*If the spray bottles, paper towels or gloves are missing or need a refill, use the Work Request Form app on Citywire: <http://staffapp.city.vancouver.bc.ca/sappmwrkrq_net/>

The Safety Data Sheet for Quat Plus is provided here and on the : <https://www.dustbane.ca/uploads/resource_library/Safety-Data-Sheet/Quat-Plus.pdf>

If you should get any Quat Plus on you, see a first aid attendant.

**Description of first aid measures for contact with Quat Plus:**

**General:** Immediately remove any clothing soiled by the product. Wash contaminated clothing before reuse.

**Inhalation:** Move person to fresh air and keep comfortable for breathing. Get medical attention.

**Ingestion:** Drink copious amounts of water and provide fresh air. Immediately call a doctor. Do not induce vomiting.

**Skin:** Remove immediately all contaminated clothing. Wash with soap and water and rinse thoroughly. If skin irritation or a rash occurs: Get medical advice/attention.

**Eyes:** Rinse opened eye for several minutes under running water. Remove contact lenses, if present and easy to do so – continue rinsing