**Distribution:** To appropriate City of Vancouver facilities and City, VPL and VPD employees

1. **PURPOSE**

To sanitize common facility surfaces that are regularly touched by multiple employees or the public at an elevated level during the COVID-19 response. Sanitizing is the cleaning of surfaces of visible dirt and disinfecting the surfaces by killing germs and viruses with cleaning agents.

1. **SCOPE**

All facilities occupied by employees of the City VPL and VPD

## RESPONSIBILTY

##  Managers and Supervisors

Understand the different cleaning levels implemented during the COVID-19 response.

Communicate with REFM Operations management when Confirmed COVID-19 infected staff are identified; cooperate with Medical Health Officer’s direction and/or orders.

Communicate with employees about the cleaning levels.

##  Cleaning Staff

Understand the different levels of cleaning levels implemented during the COVID-19 response

Try to meet or exceed the goal of two facility cleanings per day of regularly touched surfaces, Level 1 cleaning.

Respond when requested to sanitize an area, workstation or office where an employee is presumed to have been ill with COVID-19, a Level 3 response.

Follow cleaning procedures provided for the COVID-19 response for level 1 and level 3 responses.

##  Facility Employees

Understand the different cleaning levels implemented during the COVID-19 response

Commit to cleaning your personal workstation on a frequency appropriate for your comfort level or once per week

Remember that COVID-19 is mostly spread through moist droplets on surfaces.

## PROTOCOL

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**Level 1 (Preventative response)**

**Increased daytime sanitizing of common area surfaces that are regularly touched by occupants (in addition to regular cleaning done after hours)**

Door handles

Elevator buttons

Washroom taps

Paper towel dispensers

Goal to sanitize at least once per day in addition to regular overnight sanitizing/cleaning for a minimum total of two (2) sanitizations per operating days of the facility.

Follow Level 1 standard operating procedure.

Coordinated by party responsible for janitorial services

**Level 1-b (Preventative response to frequently used Public items)**

**Increased daytime cleaning of common area surfaces that are regularly touched by the public and clients.**

Goal to sanitize at least once per day by public or assigned operational staff

Public keyboards or touch screens

Equipment

Items identified by facility operator

Public self-serve disinfectant wipes when available

Janitorial staff where agreed and approved by contract?

Facility operator may set their own minimum sanitization standards as their operations require or provide specific standard operating procedure.

**Level 2 (Preventative response)**

**Staff cleaning their personal workstations/counters**

Option 1

Follow instructions on poster.

Use premixed disinfecting solution in spray bottle and paper towels using disposable gloves.

Clean to personal comfort and suggest once per week minimum

Refills provided by janitorial services.

Option 2

Disinfecting wipes if/when available at a cleaning station. No special requirements.

 **Level 3 (Presumed response)**

**Presumptive cases of COVID-19 including seasonal colds and influenza causing employee absences.**

Manager/supervisor notifies janitorial service provider for one off workstation/ office for sanitization.

Target of less than 4 hour response to a request.

Follow level 3 standard operating procedure.

**Level 4 (Confirmed response)**

**Confirmed cases of COVID-19 infection communicated by employees or public and verified or assessed by the Medical Health Officer.**

Large scale disinfection will be risk assessed on individual’s movement in the facility and Medical Health Officer’s (MHO) orders.

Any confirmed case, REFM Operations and the impacted Manager or Supervisor will contact Medical Health Officer to provide information relevant to the MHO’s risk assessment.

Follow MHO’s orders.

REFM will deploy special disinfection team with specialized equipment and training to the facility following MHO’s orders.

Facility specific communication plan will be developed to advise employees and public/ clients.

1. **RECORD KEEPING**

This document will be regularly updated during the COVID-19 response.

This document is stored in Vandocs.

1. **REFERENCE**

BCCDC documents have been reviewed in preparing this protocol.