**Cleaning Information and Risk Assessment tool (COVID-19)**

**Explanation**

This information and assessment tool was developed to assist staff and supervision determine suggested cleaning frequencies for common touch surfaces in their work areas.

A list of pre-determined cleaning frequencies has been developed for common touch surfaces in your workplace (see below).

If you are contemplating the required cleaning frequency for a common touch work surface that is not listed below – determine a risk rating and appropriate cleaning frequency following the instructions of the “Risk Rating Tool for Surfaces not Determined” section of this document.

**Pre-Determined Risk Ratings & Recommended Cleaning Frequency**

Pre-determined risk ratings have been organized into 3 levels (low, medium and high). For specific examples within these risk rating levels, please refer to the table below:

* Low Risk – Is considered as areas/surfaces with low traffic and where equipment in that area is typically used by only one staff member on a daily basis. Eg Offices, cubicle, open areas, outside, vehicles with single operator.
* Medium – Is considered as areas/surfaces where there are multiple staff working and where there is potential for equipment being used by more than one individual or public with appointments (Staff lunchrooms and washrooms, common areas, printers, meeting rooms, shared equipment or tools, up to 20 visitors per day)
* High – Is considered as areas/surfaces that are accessible to the public (front counter, public spaces washrooms, generally 20 or more visitors).

|  |  |  |
| --- | --- | --- |
| **Risk Rating** | **Applicable to my work area?** | **Suggested Cleaning Frequency** |
| ***Low:***  Individual’s workspace  Individual’s Office phone  Individual’s Keyboard  Individual’s Mouse  Individual’s Chair | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No | Once Daily |
| ***Medium:***  Common employee areas  Meeting rooms  Lunch rooms  Washrooms  Coffee machines  Fridge handles  Shared Keyboard  Shared Mouse  Shared Computer chair  Filing cabinets  Printers  Handrails  Fleet vehicle high touch areas | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No | Before use  Before Use  Twice daily  Twice daily  Twice daily  Twice daily  Before use  Before use  Before use  Twice daily  Twice daily  Twice daily  Before use |
| ***High:***   * Public facing counters * Debit machines * Cash drawer * Public Washrooms * Public used Door knobs * Handrails | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No | Continuously  Continuously  Continuously  Continuously  Twice daily  Twice daily  Twice daily |

**Risk Rating Tool for Surfaces Not Determined**

Use the Risk Rating Table to calculate a risk rating for a surface or area not yet determined. First estimate the likely number of contacts (from separate individuals) then the contact intensity. Compare the found value to the range in the suggested cleaning frequency table. Document your ratings in the last table.

**1. Risk Rating Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **<50** | **Number of Contacts** | 5 | 10 | 15 | 20 |
| **26 – 50** | 4 | 8 | 12 | 16 |
| **6 – 25** | 3 | 6 | 9 | 12 |
| **2 – 5** | 2 | 4 | 6 | 8 |
| **1** | 1 | 2 | 3 | 4 |
|  |  | **Contact Intensity** | | | |
|  |  | Normally distanced over 6 feet | Distance within 6 feet | Brief direct contact > 1 minute | Brief direct contact < 1 minute |

**2. Suggested Cleaning Frequency Table**

|  |  |
| --- | --- |
| **Score** | **Suggested Cleaning Frequency** |
| 1-5 | Once daily |
| 6-10 | Twice daily |
| 11-15 | 4 times daily |
| <15 | Continuous cleaning |

**3. Document Your Risk Ratings for Surfaces Not Determined**

|  |  |  |
| --- | --- | --- |
| **Other Areas/Surfaces** | **Risk Rating** | **Determined Cleaning Frequency** |
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