

COVID-19: CLEANING AND DISINFECTING

Intent: Employers have an obligation to maintain clean workplaces. However, during the Covid-19 pandemic, that obligation is under sharper focus because transmission of the virus may take place when a person touches a contaminated surface and then touches their face.

Policies and Procedures:

1. All employees have a role to play cleaning and disinfecting the workplace, equipment and toys.
 - a. Employees shall be trained on cleaning and disinfecting during Covid-19.
 - b. Only equipment and toys which can be readily cleaned and disinfected shall be used.
For example, plush toys will be excluded.
2. MPCC employees are supported by professional cleaning staff of the City of Ottawa and Ottawa Carleton District School Board (OCDSB).
3. Commonly used cleaners and disinfectants are effective against the Covid-19 virus.
 - a. Only disinfectants that have a Health Canada Drug Identification Number (DIN) and approved for use in Canada will be used.
 - b. Prior to use, the expiry date of the product shall be checked.
 - c. The manufacturer's instructions on the proper use of the product, including contact time, shall be followed.
 - d. Where possible, pre-mixed solutions shall be used.
 - e. Gloves shall be worn when handling cleaning products, including wipes.
 - f. Cleaners, disinfectants, gloves, and paper towels shall be provided to employees.
 - g. Cleaners and disinfectants shall be in their original containers or well marked for identification.
4. In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day, and also when visibly dirty.
5. A cleaner, which breaks down grease and removes organic material from the surface, should be used separately before using disinfectants.
6. Disinfectants, which have chemicals to kill germs, should be applied after surfaces have been cleaned.
7. Products, such as disinfectant wipes, have combined cleaners and disinfectants in one solution.
 - a. Not recommended for heavily soiled surfaces.
 - b. May become dry due to fast drying properties at which time they should be discarded.
8. Equipment or supplies which are designated to a specific person, not shared, need not be cleaned and disinfected between uses.
9. A cleaning and disinfecting log shall be maintained.
10. Only one cohort should access the washroom at a time, and facilities should be cleaned between each use, particularly if different cohorts are using the same washroom.