

# Infectious Cleaning Guidelines

## May 2020

These guidelines have been developed to assist Victorian Catholic schools and cleaning contractors manage the risk of transmission of coronavirus (COVID-19) upon a confirmed outbreak.

This document should be read in conjunction with the [Enhanced School Cleaning Guidelines](#). It is important that the checklist for assessing suitability of cleaning contractors be completed. Should the cleaning contractor **not** be able to provide infectious cleaning services, the school can obtain assistance by making contact with their diocesan education office to source details of an alternative cleaning service provider.

Role	Responsibilities
<b>Principal</b>	Implementing this procedure  Communicating any changes to COVID-19 management procedures to school staff and contractors
<b>Cleaning contractor</b>	Providing Catholic schools with formalised methodologies for the cleaning and disinfecting of affected areas and any supporting documentation  Undertaking cleaning in accordance with the Department of Health guidelines

## In the event of an outbreak

As you are aware, the situation regarding COVID-19 continues to evolve. Upon an outbreak of COVID-19 at a school, the school will:

1. activate its emergency management plan (as appropriate) and isolate the infected person(s)
2. contact the [Department of Health and Human Services](#) (DHHS) to receive additional instruction
3. complete a [School Injury/Incident Report](#) form.

Infectious cleaning should, where possible, begin within 24 hours after the school has been closed/isolated. This is to minimise the potential for exposure to respiratory droplets.

Once an infectious clean has been completed, the cleaning service provider will need to inform the diocesan education office and the school in writing.

## Infectious clean

An infectious clean (or deep clean) should involve cleaning with detergent of all high-touch surfaces, furniture, equipment and items below 2 metres that have come in contact with an ill person/s, followed by wiping with a disinfectant.

The scope of works, use of personal protective equipment and cleaning material are explained below.

### Personal protective equipment

In outbreak settings, appropriate personal protective equipment (PPE) must be used if possible, in each setting of potential transmission, to minimise infection risk. Hand hygiene should be carried out at all times, particularly after removing PPE to minimise the spread of the virus.

Cleaning service providers will need to train their cleaners on appropriate donning and doffing procedures.

Cleaning staff should be advised to refrain from touching their face, mouth, nose and eyes when cleaning.

In line with the World Health Organization recommendations, cleaners cleaning isolation areas should wear a mask, gown, heavy-duty gloves, and boots or closed work shoes.

### Masks

A surgical mask should be worn to minimise the risk of droplet transmission and to prevent staff from touching their face with contaminated hands.

Some general guidelines:

- use alcohol-based hand sanitiser prior to and after using masks
- make sure masks cover nose and mouth at all times
- throw out disposable surgical masks after use
- wash your hands immediately after removing a surgical mask.

### Gowns

Ideally, single-use gowns or aprons should be used, although reusable plastic ones can be washed with detergent and water between uses.

### Gloves

Impermeable disposable gloves must be used when cleaning and disinfecting surfaces. If reusable gloves are to be used, they should remain dedicated to cleaning and disinfecting surfaces for COVID-19 and not used for any other purposes.

Further advice on the use of gloves:

- use alcohol-based hand sanitiser prior to and after using gloves
- use clean, non-sterile gloves upon entry into the isolation area
- change gloves if they become torn or heavily contaminated

- remove and discard gloves when leaving the isolation area and immediately perform hand hygiene.

### Closed work shoes

Cleaners should wear boots or closed work shoes to prevent accidents or contact with chemicals.

### Protective eyewear

Protective eyewear should be used to prevent the splashing of chemical solutions and minimise the risk of touching eyes with contaminated hands.

### Hand hygiene

The use of PPE does not replace the need for appropriate hand hygiene, which should be performed frequently. Hands should be cleaned immediately after removing gloves. Effective handwashing should occur for about 40–60 seconds and follow the World Health Organization steps below.



**Duration of the handwash (steps 2-7): 15-20 seconds**



**Duration of the entire procedure: 40-60 seconds**

**0**



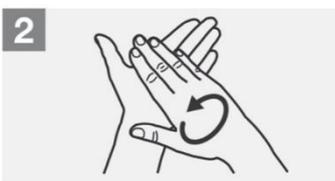
Wet hands with water;

**1**



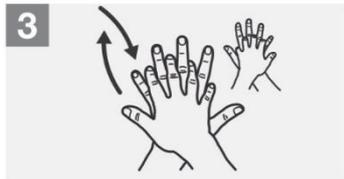
Apply enough soap to cover all hand surfaces;

**2**



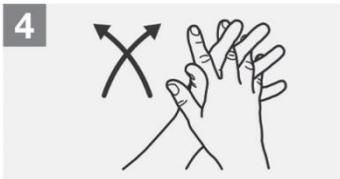
Rub hands palm to palm;

**3**



Right palm over left dorsum with interlaced fingers and vice versa;

**4**



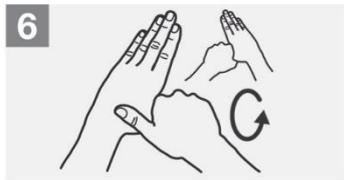
Palm to palm with fingers interlaced;

**5**



Backs of fingers to opposing palms with fingers interlocked;

**6**



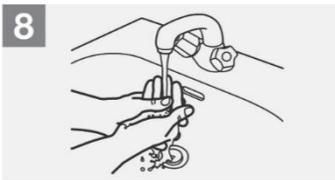
Rotational rubbing of left thumb clasped in right palm and vice versa;

**7**



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

**8**



Rinse hands with water;

**9**



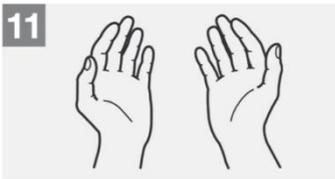
Dry hands thoroughly with a single use towel;

**10**



Use towel to turn off faucet;

**11**



Your hands are now safe.

## Cleaning products

### Disinfectants

In the first instance, Therapeutic Goods Administration (TGA) listed hospital-grade disinfectant with antiviral activity is highly recommended. As an alternative, bleach solutions or chlorine-based products such as sodium hypochlorite can also be used if appropriate.

TGA-listed hospital-grade disinfectants can be found via: [www.tga.gov.au/disinfectants-sterilants-and-sanitary-products](http://www.tga.gov.au/disinfectants-sterilants-and-sanitary-products).

The two recommended methods of cleaning are:

1. Physical clean with detergent, followed by disinfection using a TGA-listed hospital-grade disinfectant with antiviral activity or a chlorine-based product such as sodium hypochlorite.
2. Physical clean using a combined detergent and TGA-listed hospital-grade disinfectant or a chlorine-based product such as sodium hypochlorite.

### Bleach solutions

Bleach solutions should be made up daily and used on hard, non-porous surfaces.

In order for bleach to be effective at a concentration of 1,000 ppm (0.1%), it needs:

- sufficient time to kill the virus – at least 10 minutes contact time
- environmental surfaces to be free of vomit, faeces or any other organic matter
- dilution of bleach to be made up fresh, just before using.

Gloves should be worn when handling and preparing bleach solutions.

Cleaning with bleach should be preceded where possible with a neutral detergent clean. Neutral pH detergents are best for environmental cleaning because they are less likely than acid or alkali detergents to damage metals such as stainless steel or to cause skin irritation.

During the infectious cleaning process, it is important for the cleaner to use PPE (gown, gloves, protective eyewear and a surgical mask) to prevent the spread of infection. It is also recommended that protective eyewear be worn to protect from splashing.

**Table 1: Recipes to achieve a 1,000 ppm (0.1%) bleach solution**

Original strength of bleach		Disinfectant recipe		Volume in standard 10 L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1,000 ml
2	20,000	1	19	500 ml
3	30,000	1	29	333 ml
4	40,000	1	39	250 ml
5	50,000	1	49	200 ml

### Porous surfaces (carpets)

Service providers need to ensure that cleaning staff are equipped with appropriate products containing antiviral activity suitable for porous surfaces. For porous surfaces such as carpets, rugs and drapes, visible contamination should be removed if present. Carpets and rugs should be vacuumed thoroughly, followed by an appropriate disinfectant as per the manufacturer's instructions.

## Scope of works

As a baseline, all surfaces, furniture and equipment below 2 metres are to be disinfected. Variations and additional areas are to be determined by the school and diocesan education office.

Surfaces, furniture and equipment	Cleaning methodology
Chairs (all surfaces including seats, legs)	Detergent and disinfectant
Computers/keyboards (all surfaces including screens/monitors, mice)	Detergent and disinfectant
Cupboards (all surfaces including handles)	Detergent and disinfectant
Doors (all surfaces including frames, glass panels, handles, knobs)	Detergent and disinfectant
Drinking troughs and fountains (all surfaces)	Detergent and disinfectant
Electrical fixtures and appliances (all surfaces)	Detergent and disinfectant
First-aid kits (all surfaces including equipment)	Detergent and disinfectant
Internal windows (all surfaces including glass, handles, blinds/curtains, frames)	Detergent and disinfectant
Kitchenettes (all surfaces)	Detergent and disinfectant
Lockers (all surfaces including locks)	Detergent and disinfectant
Playground equipment (all surfaces)	Detergent and disinfectant
Remote controls (all surfaces)	Detergent and disinfectant
Sanitary disposal units (all surfaces)	Detergent and disinfectant
Sinks/basins (all surfaces including faucets, escutcheons, countertops)	Detergent and disinfectant
Sporting equipment (all surfaces)	Detergent and disinfectant

Surfaces, furniture and equipment	Cleaning methodology
Stairwells (all surfaces including rails)	Detergent and disinfectant
Stationery (all surfaces including stationery holders)	Detergent and disinfectant
Switches (all surfaces including lights, power points)	Detergent and disinfectant
Tables (all surfaces including legs)	Detergent and disinfectant
Telephones (all surfaces including dial pads, displays, handsets)	Detergent and disinfectant
Toilets and bathroom fixtures (all surfaces including urinals, toilet seats, soap dispensers, hand towel dispensers, hand dryers, showers, toilet roll holders, mirrors)	Detergent and disinfectant
Waste bins (all surfaces including internal and external bins)	Remove waste and replace liners. Detergent followed by disinfectant
Walls (including all high-touch areas)	Detergent and disinfectant
Whiteboards/chalkboards (all surfaces including erasers, stationery)	Detergent and disinfectant
Specific rooms and areas	Cleaning methodology
Art rooms (all surfaces, furniture and equipment)	Detergent and disinfectant
Bike sheds (all surfaces including doors, bike rails and locks)	Detergent and disinfectant
Canteens (all surfaces, furniture and equipment)	Detergent and disinfectant
Classrooms (all surfaces, furniture and equipment)	Detergent and disinfectant
Computer rooms (all surfaces, furniture and equipment)	Detergent and disinfectant
Entrance foyers (all surfaces, furniture and equipment)	Detergent and disinfectant
External gates (all surfaces)	Detergent and disinfectant
Gymnasiums (all surfaces, furniture and equipment)	Detergent and disinfectant
Kitchens (all surfaces, furniture and equipment)	Detergent and disinfectant
Office reception areas (all surfaces, furniture and equipment)	Detergent and disinfectant

Specific rooms and areas	Cleaning methodology
Offices (all surfaces, furniture and equipment)	Detergent and disinfectant
Outdoor eating areas (all surfaces, furniture and equipment)	Detergent and disinfectant
Science labs (all surfaces, furniture and equipment)	Detergent and disinfectant
Sick-bays (all surfaces, furniture and equipment)	Detergent and disinfectant
Staffrooms (all surfaces, furniture and equipment including pigeonholes)	Detergent and disinfectant
Libraries (all surfaces, furniture and equipment)	Detergent and disinfectant
Music rooms (all surfaces, furniture and equipment)	Detergent and disinfectant
Other specialist classrooms (all surfaces, furniture and equipment)	Detergent and disinfectant