

Municipality of West Elgin

Policy 2020-11 COVID-19 Pandemic Touchpoint Cleaning and Disinfecting

Effective Date: , 2020

Review Date:

1. Purpose

The purpose of this procedure is to ensure that workplace touchpoints are properly and frequently cleaned reduce the risk of coming into contact with viral contamination. This policy has been developed as a safety precaution for COVID-19 but may be utilized in future for any similar viral or communicable disease circumstance.

2. Scope

This procedure applies to all West Elgin staff.

3. Definitions

Touchpoints are surfaces that are frequently touched with hands. If hands become contaminated, then the microorganism can easily enter the body when the hands come into contact with the face, eyes, nose, and mouth.

Cleaning products remove germs, dirt, and impurities from surfaces by using soap or detergent and water. Cleaning doesn't necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. The friction or mechanical action created by wiping and scrubbing assists in removal. Some cleaners are combined with disinfectants into a single product.

Disinfecting products kill germs on surfaces using antibacterial or antiviral chemicals. These products can be applied after the surface has been cleaned or may be combined into a single product with a cleaner.

Disinfecting wipes-Single use wipes have combined cleaners and disinfectants in one solution. Wipes may become dry due to fast drying properties. Disinfecting wipes are not recommended for heavily soiled surface.

4. References

- Occupational Health & Safety Act
- Regulations for Industrial Establishments
- Risk-informed Decision-making Guidelines for Workplaces and Businesses During the COVID- 19 Pandemic, Public Health Agency of Canada
- COVID-19 Guidance for Industry Operators, Ministry of Health
- Cleaning and Disinfection for Public Settings, Public Health Ontario
- COVID-19 Cleaning and Disinfecting Public Spaces, Public Health Agency of Canada

5. Procedures

5.1 General Information

- a) Cleaners break down grease and remove organic material from the surface or touchpoint.
- b) Cleaners may be used separately before using a disinfectant, or may be purchased with a cleaner and disinfectant combined into a single product.
- c) Disinfectants have chemicals that kill most germs. Disinfectants are ideal for frequently- touched surfaces.
- d) Disinfectants should be applied after the surface has been cleaned, unless the cleaner and disinfectant is combined in one product.
- e) Disinfectants must have a drug identification number (DIN.)
- f) Disinfectant wipes have combined cleaners and disinfectants in one solution.
- g) Wipes may become dry and lose their effectiveness due to fast drying properties. If wipes become dry, they should not be used and should be discarded.
- h) Wipes are not recommended for use on heavily soiled surfaces.
- i) Prepare products for use:
 - Where possible, use pre-mixed solution
 - Read and follow the manufacturer's instructions to properly prepare the solution
 - Wear gloves and other PPE indicated on the label or SDS.
 - If a pre-mixed or other manufactured cleaner and disinfectant is not available, a solution of chlorine bleach, detergent, and water may be used to clean and disinfect. See Schedule E for information on preparation of this type of cleaner/disinfectant.
 - ALLOW ADEQUATE CONTACT TIME FOR THE DISINFECTANT TO KILL GERMS BY FOLLOWING INFORMATION ON THE LABEL. ENSURE TOUCHPOINTS ARE COMPLETELY WETTED AND COVERED WITH THE CLEANER/DISINFECTANT. THE SURFACE SHOULD BE WET FOR THE TIME SPECIFIED ON THE LABEL OR SDS. IF THESE REQUIREMENTS ARE NOT ADHERED TO, MICROORGANISMS MAY NOT BE COMPLETELY DESTROYED.

5.2 Cleaning & Disinfecting Touchpoints

- a) There is a potential risk of contamination from workplace touchpoints.
- b) Microorganisms survive for longer periods of time on non-porous surfaces such as painted surfaces, metal, stone, Formica, melamine, plastic and vinyl. Microorganisms do not survive well on porous surfaces such as paper, cardboard, or fabric.
- c) Some microorganisms, such as influenza and COVID 19 are transmitted by droplets. Droplets from coughing, sneezing, speaking, etc. can settle on surfaces. The surfaces become vectors of disease transmission.
- d) Some microorganisms are transmitted by contact (e.g. E Coli, MRSA, Hepatitis, etc.) These are usually transmitted by ingesting the microorganism, by contact with mucous membranes, or through injection into broken skin.
- e) Touchpoints include writing instruments, doorknobs, handrails, control switches and buttons, light switches, cabinet handles, taps, sinks, toilet handles, work surfaces, desks, tables, countertops, faucet handles, sinks, telephones, and electronic devices.
- f) Vehicles and mobile equipment touchpoints include steering wheels, door handles, mirrors, display screens, controls, knobs, levers, radios, etc.
- g) Tools and equipment used by more than one person are also considered touchpoints.
- h) Staff are responsible for cleaning and disinfecting their respective work locations and equipment during an outbreak or pandemic event. Staff may also choose to voluntarily clean and disinfect their respective work locations and equipment at any time.
- i) Clean and disinfect touchpoints prior to using the work location or equipment. These touchpoints should be re-cleaned and re-disinfected as a minimum, at least twice daily, or when visibly dirty unless otherwise specified.
- j) Staff are responsible for cleaning and disinfecting touchpoints in their work areas prior to completing work for the shift.
- k) Use an approved cleaner and disinfectant which are effective against microorganisms. Cleaners and disinfectants must be on the Health Canada approved list.
- l) Don eye protection and gloves prior to cleaning. Additional PPE may be required according to instructions on the product label or the Safety Data Sheet (SDS.)
- m) Where possible, use an approved pre-mixed solution.
- n) Check the expiry date on the cleaner/disinfectant. Discard if it is expired.
- o) Follow the exact instructions provided by the manufacturer with respect to dispensing, mixing, diluting, applying and using. Refer the information on the label and the Safety Data Sheet.
- p) Discard disinfecting wipes if they become dry.
- q) If using wipes or disposable rags, etc., discard after use.
- r) If using re-usable cleaning rags, mops, pads, etc., rinse thoroughly after use and allow to air dry in a well-ventilated area.
- s) Remove eye protection without touching face.
- t) Remove gloves inside out and discard.
- u) Wash hands thoroughly or use a hand sanitizer.

5.3 Cleaning & Disinfecting Touchpoints

Vehicle cleaning recommendations (upon first entry and periodically throughout the day) include anything inside the vehicle that your fingers touch should be cleaned:

- a) the steering wheel
- b) gear shifter
- c) lane change and windshield wiper controls
- d) door handles
- e) radio/control knobs
- f) vehicle controllers and touch screens on display units
- g) storage bins and seat belts
- h) first aid and fire extinguisher units.