

# COVID19 Business Cleaning Policy and Procedures

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To support tourism businesses and  
their customers in minimizing the  
spread of COVID19



Report prepared for

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# COVID-19 CLEANING PLAN

This document has been prepared by the responses provided by the business via the COVID Cleaning module in the Quality Tourism Framework.

This document should be used in addition to do the

Who is responsible for planning and preparing the business's COVID-19 cleaning plan?

Therese Laroque

This cleaning plan provides the strategies identified within the following key activities:

- Staff training
- Materials
- How to clean
- Cleaning checklist
- Risk Register

# Staff training

The following provides an overview of staff training modules.

The person responsible for undertaking staff training is: Therese Laroque

Trained Item	Task Complete		
	Yes/No	Date	Initial
All staff will be trained in enhanced cleaning and hygiene practices, and to follow the cleaning checklists and procedures as outlined in this document, in addition to the current workplace cleaning procedures.	Yes		
Staff are trained in the correct use and storage of cleaning chemicals	Yes		
Staff are trained in the appropriate cleaning methods for infection control <i>Provide guidance for staff on routine cleaning and disinfection methods for the workplace. Advice from Safe Work Australia can be found here:</i> <a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf</a>	Yes		
Staff are advised not to come to work when they are unwell, even if they feel fit to work, and are recommended to seek medical advice.	Yes		
Quarantine measures are enforced for staff in accordance with public health guidelines at the time (e.g. for contacts of confirmed cases and for returned travellers)	Yes		
Staff are trained on how to wash their hands <i>With soap and water for at least 20 seconds</i>	Yes		
Staff have been informed as to when they need to wash hands <i>Before and after eating, after coughing or sneezing, after going to the toilet, after changing tasks, after touching potentially contaminated surfaces.</i>	Yes		
Staff have been trained on how to correctly use alcohol-based hand sanitiser	Yes		
Staff have been trained on appropriate respiratory hygiene practices and cough/sneeze etiquette	Yes		
Staff have been informed on how to follow good hygiene measures to limit the spread of the virus: <i>Staff should cover coughs and sneezes with an elbow or a tissue, avoid touching the face, eyes, nose and mouth, dispose of tissues hygienically, wash hands before and after smoking a cigarette, clean and disinfect surfaces and shared equipment, wash body, hair (including facial hair) and clothes thoroughly every day, stay more than 1.5 metres away from others, don't shake hands and avoid any other close physical contact where possible, no spitting, put cigarette butts in the bin.</i>	Yes		

<b>Signage is displayed around key staff areas with safe hygiene practices</b> <i>A sample workplace poster is available in Appendix 1</i>	Yes		
<b>There are adequate and accessible hand washing and hand sanitising stations to sustain workers practicing good hygiene</b>	Yes		
<b>Staff have been trained on pre-screening procedures and protocol for staff and customers</b>	Yes		
<b>Staff have been trained on social distancing procedures and protocols for staff and customers, including how social distancing will be enforced in relation to all business operations</b>	Yes		
<b>Staff are supported with provision of tools and resources to promote a psychologically healthy and safe work environment</b>	Yes		
<b>Are staff encouraged to download the COVID19 app?</b>	Yes		

## Materials

The following materials are available in the workplace to enable staff to undertake appropriate cleaning:

Materials	Availability
<b>Gloves</b>	Yes
<b>Disposable gowns</b>	No
<b>Closed shoes</b>	Yes
<b>Facial protection with a face shield and impermeable aprons*</b>	No

\* This is for cleaning procedures that generate splashes (e.g. while washing surfaces)

At a minimum one of the following is available:

Materials	Availability
<b>Sufficient disinfectant wipes</b>	Yes
<b>Disinfectant spray</b>	Yes
<b>Correctly-diluted bleach solution</b>	Yes

# Business and Customer Operations

Trained Item	Task Complete		
	Yes/No	Date	Initial
The business is compliant with State/Territory health regulations.	Yes		
Develop and implement pre-screening policies and protocols to prevent potentially infected staff and customers from attending the premises	Yes		
Develop and implement social distancing policies and procedures for staff and customers, covering all areas of operations	Yes		
Develop and implement enhanced cleaning and hygiene practices to reduce the risk of infection and minimise the risk of transmission	Yes		
Review Business operations have been reviewed and adapt in consideration of the most current health directives	Yes		
Collect customer details and cooperate with authorities to assist with contact tracing should any reported or probable cases of COVID-19 be connected to my workplace.	Yes		
Comply with relevant privacy regulations when handling and storing customer details.	Yes		
Develop a plan for how to respond to suspected or confirmed COVID-19 infection of our staff or customers, and agree to cooperate with health professionals as may be required. These details are shared with all staff.	Yes		
Emergency Evacuation procedures reviewed and adapted to allow compliance with social distancing protocol	Yes		
Hand washing stations or hand sanitizer are available for guest/visitor use	Yes		
Are customers encouraged to use the COVID19 Safe app? <a href="https://www.health.gov.au/resources/apps-and-tools/covidsafe-app">https://www.health.gov.au/resources/apps-and-tools/covidsafe-app</a>	Yes		
In your booking process, are customers advised of their health and hygiene expectations upon entering or engaging with your business?	Yes		
There is clear signage in the business reminding customers of the health and hygiene expectations	Yes		
Cancellation policies/terms and conditions clear on what refunds or credit notes are available due to the application of a COVID19 restriction on travel and trade	Yes		
The business has undertaken a thorough deep clean prior to reopening.	Yes		

# How to clean

Our business will abide by the 'How to Clean' principles below.

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amounts of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.



# Cleaning Procedure Checklist

The following areas are designated into a daily, weekly and annual checklist based on the frequency they are touched.

Please note, the following checklist seeks to cover all fixtures/furniture/equipment in the workplace, however if items are not listed below please refer to the [safeworkaustralia.com](http://safeworkaustralia.com) guide on how to clean specific surfaces e.g. plastics, metals, wood, laminate, glass etc.

## Daily Cleaning Schedule

Daily Cleaning Schedule (Standard)			
Area	Method	Tick, date and initial once complete	
<b>General/Common Areas</b>			
<b>Person responsible: John Laroque and Brad Thomson</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Carpet (Soft Floor)</b>	Clean daily Vacuum with HEPA filter	<input type="checkbox"/>	
<b>Chairs (non-upholstered)</b>	Clean at least daily Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe.	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean at least daily Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth.	<input type="checkbox"/>	

<b>Hand rails, stair rails</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Cleaning Equipment</b>	Clean after use Washed with water and dish detergent	<input type="checkbox"/>	
<b>Computer, Keyboard, Mouse Headsets</b>	Clean at least daily or when visibly soiled, and between users if equipment is shared Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations	<input type="checkbox"/>	
<b>Elevator buttons</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Tables/desks</b>	Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays	<input type="checkbox"/>	
<b>Electronic equipment (sensitive to electrostatic charge) . E.g. Ipads, tablets, laptops exterior of computer case and monitors</b>	Clean at least daily or between users if shared Refer to manufacturer's recommendations Consider adding a wipeable cover to the device/screen. If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment	<input type="checkbox"/>	
<b>BBQ</b>	Clean and disinfect at least daily Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays. Note, uncoated steel is more susceptible to rust when disinfected. Treat for rust as appropriate.	<input type="checkbox"/>	

**Public/common Bathroom/Toilet Facilities**

**Person responsible: John Laroque**

<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>Sink (hand washing kitchen)</b>	Clean at least daily Use a sponge to get rid of soap deposits, food stains, rust and water spots. Kill all those germs in the sink by plugging the drain, filling your sink up with warm water and adding a little bit of bleach. Use a sponge to wipe up the faucet and handles, let sit for five minutes, then drain.	<input type="checkbox"/>	
<b>Toilet</b>	Clean at least daily Remove all excess items from around the toilet and on the tank lid. Flush the toilet with the lid down to prevent splashing or spraying. Add your choice of powdered, liquid, detergent to the toilet bowl. Try to apply the cleaner as close to the toilet rim as possible to prevent cleanser from being diluted. While the cleansing solution soaks into the toilet grime in the bowl, clean the outside of the toilet. Start at the top to prevent dripping on already clean surfaces. Spray the tank, handle, and tank edges with cleaner and wipe down. Next, do the outside lid of the toilet. Finally, wipe down the entire outside of the bowl. Start with the sides and front before cleaning the bottom edges of the toilet where it meets the floor. Now is also a good time to quickly mop the floor around the toilet, which may also be dirty. Raise the seat. Spray the seat, inside lid and the rim of the toilet with cleaner. Wipe down the lid, seat, and hinges at the back of the toilet	<input type="checkbox"/>	

	seat. Wipe the entire seat with a cloth moistened with clean water to remove any traces of bleach or chemicals from the sitting surface. Begin cleaning the bowl from the top down. Flush the toilet with the lid down.		
<b>Faucet handle / Tap</b>	Clean at least daily Wash with Detergent + Disinfectant and rinse with clean water	<input type="checkbox"/>	
<b>Toilet doors and locks</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Accommodation Room/Suite</b>			
<b>Person responsible: UB and Manpreet</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Carpet (Soft Floor)</b>	Clean daily Vacuum with HEPA filter	<input type="checkbox"/>	
<b>Floor (non-slip vinyl)</b>	Damp mop daily Detergent	<input type="checkbox"/>	
<b>Chairs (non-upholstered)</b>	Clean at least daily Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe.	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean at least daily Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth.	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	

<b>Window frames (sliding servery window types)</b>	Clean at least daily cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>TV remote control</b>	Clean daily and between guests Detergent, or wipes	<input type="checkbox"/>	
<b>Mirrors</b>	Clean daily Detergent, or wipes	<input type="checkbox"/>	
<b>Tables/desks</b>	Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays	<input type="checkbox"/>	
<b>Bath</b>	Clean daily, or after each use if shared facilities Wet the entire surface of the bathtub and scrub with detergent or professional cleaning solution then use clean water to rinse and wipe dry	<input type="checkbox"/>	
<b>Shower</b>	Clean daily or after each use if shared facilities Wet the entire surface of the shower and scrub with detergent or professional cleaning solution then use clean water to rinse and wipe dry	<input type="checkbox"/>	
<b>Sink (hand washing kitchen)</b>	Clean at least daily Use a sponge to get rid of soap deposits, food stains, rust and water spots. Kill all those germs in the sink by plugging the drain, filling your sink up with warm water and adding a little bit of bleach. Use a sponge to wipe up the faucet and handles, let sit for five minutes, then drain.	<input type="checkbox"/>	
<b>Toilet</b>	Clean at least daily Remove all excess items from around the toilet and on the tank lid. Flush the toilet with the lid down to prevent splashing or spraying. Add your choice of powdered, liquid, detergent to the toilet bowl. Try to apply the cleaner as close to the toilet rim as possible to prevent cleanser from being diluted. While the cleansing solution soaks into the toilet grime in the bowl, clean the outside of the toilet. Start at the top to prevent dripping on already clean surfaces. Spray the	<input type="checkbox"/>	

	tank, handle, and tank edges with cleaner and wipe down. Next, do the outside lid of the toilet. Finally, wipe down the entire outside of the bowl. Start with the sides and front before cleaning the bottom edges of the toilet where it meets the floor. Now is also a good time to quickly mop the floor around the toilet, which may also be dirty. Raise the seat. Spray the seat, inside lid and the rim of the toilet with cleaner. Wipe down the lid, seat, and hinges at the back of the toilet seat. Wipe the entire seat with a cloth moistened with clean water to remove any traces of bleach or chemicals from the sitting surface. Begin cleaning the bowl from the top down. Flush the toilet with the lid down.		
<b>Toilet doors and locks</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Faucet handle / Tap</b>	Clean at least daily Wash with Detergent + Disinfectant and rinse with clean water	<input type="checkbox"/>	
<b>Fridges</b>	Clean frequently touched surfaces on fridge (i.e. handles) at least daily Refer to manufacturer's recommendations. Detergent	<input type="checkbox"/>	
<b>Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)</b>	Clean at least daily Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent	<input type="checkbox"/>	
<b>Microwave</b>	Clean frequently touched points on microwave at least daily Refer to manufacturer's recommendations. Detergent	<input type="checkbox"/>	
<b>Hair dryers</b>	Clean daily or after each use by Check in check out guests Detergent + Disinfectant	<input type="checkbox"/>	
<b>Hangers and luggage racks</b>	Clean daily or after each use by Check in check out guests Wipe with Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Nightstands</b>	Clean at least daily Wipe with Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Bedding - soft furnishings (pillows, blankets, duvet, cushions that are not already cleaned between guests)</b>	Clean and disinfect between guests Damp dust + Detergent Steam clean weekly or if launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	<input type="checkbox"/>	
<b>ReceptionFrontdeskConciergeOffice</b>			
<b>Person responsible: Therese Laroque</b>			

<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Chairs (non-upholstered)</b>	Clean at least daily Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe.	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Tables / Desks</b>	Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays	<input type="checkbox"/>	
<b>Clipboard / Folders</b>	Clean after use Use Isopropyl alcohol-based wipes/sprays or use paper towel and damp with detergent	<input type="checkbox"/>	
<b>Computer, Keyboard, Mouse, Headsets, printers, copiers etc</b>	Clean at least daily or when visibly soiled, and between users if equipment is shared Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations	<input type="checkbox"/>	
<b>Telephone</b>	Clean at least daily more regularly if shared by multiple users Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>EFTPOS machines</b>	Clean after each use (if practicable) Use Isopropyl alcohol-based wipes/sprays after each use	<input type="checkbox"/>	

**Retail / Visitor Information**

**Person responsible: Therese Laroque**

<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Tables / Desks</b>	Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays	<input type="checkbox"/>	
<b>Clipboard / Folders</b>	Clean after use Use Isopropyl alcohol-based wipes/sprays or use paper towel and damp with detergent	<input type="checkbox"/>	
<b>Computer, Keyboard, Mouse, Headsets, printers, copiers etc</b>	Clean at least daily or when visibly soiled, and between users if equipment is shared Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations	<input type="checkbox"/>	
<b>Telephone</b>	Clean at least daily more regularly if shared by multiple users Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	



<b>EFTPOS machines</b>	Clean after each use (if practicable) Use Isopropyl alcohol-based wipes/sprays after each use	<input type="checkbox"/>	
<b>Trolleys Hand-held baskets</b>	Clean after each use Use Isopropyl alcohol-based wipes/sprays after each use	<input type="checkbox"/>	
<b>Electronic equipment (sensitive to electrostatic charge) . E.g. Ipads, tablets, laptops exterior of computer case and monitors</b>	Clean at least daily or between users if shared Refer to manufacturer’s recommendations. Consider adding a wipeable cover to the device/screen. If no manufacturer’s recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment	<input type="checkbox"/>	
<b>Kitchen</b>			
<b>Person responsible: Brad Thomson</b>			
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Floor (non-slip vinyl)</b>	Damp mop daily Detergent	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Fridges / Cool storage</b>	Clean frequently touched surfaces on fridge (i.e. handles) at least daily Refer to manufacturer’s recommendations. Detergent	<input type="checkbox"/>	
<b>Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)</b>	Clean at least daily Refer to manufacturer’s recommendations Isopropyl alcohol-based wipes/sprays Detergent	<input type="checkbox"/>	

<b>Microwave</b>	Clean daily Refer to manufacturer's recommendations. Detergent	<input type="checkbox"/>	
<b>Sink (hand washing kitchen)</b>	Clean at least daily Use a sponge to get rid of soap deposits, food stains, rust and water spots. Kill all those germs in the sink by plugging the drain, filling your sink up with warm water and adding a little bit of bleach. Use a sponge to wipe up the faucet and handles, let sit for five minutes, then drain.	<input type="checkbox"/>	
<b>Kitchenware, non dishwasher safe</b>	Clean after use Wash with detergent	<input type="checkbox"/>	
<b>Kitchenware, dishwasher safe</b>	Clean at least daily Wash with detergent	<input type="checkbox"/>	
<b>Coffee station and coffee/tea service items</b>	Clean at least daily Wipe area with Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Food preparation bench/s</b>	Clean and disinfect at least daily and between shifts Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Clearing/Washing station</b>	Clean and disinfect at least daily and between shifts Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Waste Bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	

# Weekly Cleaning Schedule

Weekly Cleaning Schedule (Standard)			
Area	Method	Tick, date and initial once complete	
<b>Accommodation Room/Suite</b>			
<b>Person responsible: UB and Manpreet</b>			
<b>Bedding - furniture (bedframe/ensembles)</b>	Clean and disinfect between guests Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Curtains and blinds</b>	Clean weekly Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.	<input type="checkbox"/>	
<b>TV</b>	Clean weekly Refer to manufacturer's recommendations. Damp dust + Detergent	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Washer/dryer units</b>	Clean weekly Refer to manufacturer's recommendations. Detergent	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	

<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent	<input type="checkbox"/>	
<b>Bedding - mattress</b>	Clean and disinfect between guests Damp dust + Detergent Steam clean weekly	<input type="checkbox"/>	
<b>Telephone</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent	<input type="checkbox"/>	
<b>Ironing boards and irons</b>	Clean weekly Remove the cover from the ironing board's frame then wet a sponge with lukewarm water. Add a mild cleaning detergent to the sponge, wring out excess and wipe the cover with the damp sponge.	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution	<input type="checkbox"/>	
<b>Fridges</b>	Weekly, defrost to clean as required. Refer to manufacturer's recommendations. Detergent	<input type="checkbox"/>	
<b>General/Common Areas</b>			
<b>Person responsible: John Laroque and Brad Thomson</b>			
<b>Window frames (sliding servery window types)</b>	Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.	<input type="checkbox"/>	
<b>Telephone</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent	<input type="checkbox"/>	

<b>TV</b>	Clean weekly Refer to manufacturer's recommendations. Damp dust + Detergent	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution	<input type="checkbox"/>	
<b>Door bell</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Remote controls</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent	<input type="checkbox"/>	
<b>Vending Machines</b>	Clean weekly Refer to manufacturer's recommendations. Damp dust + detergent or Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Clipboard / Folders</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays or use paper towel and damp with detergent	<input type="checkbox"/>	
<b>Kitchen</b>			
<b>Person responsible: Brad Thomson</b>			
<b>Fridges / Cool storage</b>	Weekly, defrost to clean as required. Refer to manufacturer's recommendations. Detergent	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints.	<input type="checkbox"/>	

	You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.		
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Fixtures</b>	Clean weekly Wash with detergent and rise with clean water	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent	<input type="checkbox"/>	
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean weekly Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Floor (polished concrete)</b>	Dust removal clean weekly Use Detergent + microfiber pad to keep dirt particles off the floor.	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	
<b>Public/common Bathroom/Toilet Facilities</b>			
<b>Person responsible: John Laroque</b>			
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	

<b>Shower</b>	Clean weekly Wet the entire surface of the shower and scrub with detergent or professional cleaning solution then use clean water to rinse and wipe dry	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent	<input type="checkbox"/>	
<b>Window frames (sliding servery window types)</b>	Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.	<input type="checkbox"/>	
<b>Chairs (non-upholstered)</b>	Clean weekly Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe.	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.	<input type="checkbox"/>	
<b>Waste bins</b>	Clean weekly Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth	<input type="checkbox"/>	
<b>ReceptionFrontdeskConciergeOffice</b>			
<b>Person responsible: Therese Laroque</b>			

<b>Window frames (sliding servery window types)</b>	Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean weekly Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth.	<input type="checkbox"/>	
<b>Cabinet pulls and handles</b>	Clean weekly Wipe with Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution	<input type="checkbox"/>	
<b>Cash registers</b>	Clean weekly Shared between shifts use Isopropyl alcohol-based wipes/sprays to wipe down. Weekly Clean: Remove and set aside the cash register's contents. Tip the register forward carefully to let any debris trapped inside the register fall out. If possible, give the register a little shake or nudge to help this. Dust the register with a dry paintbrush. Apply the brush inside and out, front and back. Remove as much debris as possible by first brushing it loose, and then brushing it off the register. Rub down the register with a lightly damp (not dripping) cloth. Wash the backside and underside of the register. Rinse the cloth and repeat as necessary to remove as much dirt as possible.	<input type="checkbox"/>	
<b>Carpet (Soft Floor)</b>	Clean weekly Vacuum with HEPA filter	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.	<input type="checkbox"/>	



<b>Shelves and items on shelves</b>	Clean weekly Detergent	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Retail / Visitor Information</b>			
<b>Person responsible: Therese Laroque</b>			
<b>Carpet (Soft Floor)</b>	Clean weekly Vacuum with HEPA filter	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent	<input type="checkbox"/>	
<b>Cash registers</b>	Clean weekly Shared between shifts use Isopropyl alcohol-based wipes/sprays to wipe down. Weekly Clean: Remove and set aside the cash register's contents. Tip the register forward carefully to let any debris trapped inside the register fall out. If possible, give the register a little shake or nudge to help this. Dust the register with a dry paintbrush. Apply the brush inside and out, front and back. Remove as much debris as possible by first brushing it loose, and then brushing it off the register. Rub down the register with a lightly damp (not dripping) cloth. Wash the backside and underside of the register. Rinse the cloth and repeat as necessary to remove as much dirt as possible.	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	

<b>Window frames (sliding servery window types)</b>	Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean weekly Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth.	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.	<input type="checkbox"/>	

# Monthly/Annual Cleaning Schedule

Monthly/Annual Cleaning Schedule (Standard)			
Area	Method	Tick, date and initial once complete	
<b>Accommodation Room/Suite</b>			
<b>Person responsible: UB and Manpreet</b>			
<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>General/Common Areas</b>			
<b>Person responsible: John Laroque and Brad Thomson</b>			
<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Curtains and blinds</b>	Clean monthly Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations	<input type="checkbox"/>	

<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Kitchen</b>			
<b>Person responsible: Brad Thomson</b>			
<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	
<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Public/common Bathroom/Toilet Facilities</b>			
<b>Person responsible: John Laroque</b>			
<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	

**ReceptionFrontdeskConciergeOffice****Person responsible: Therese Laroque**

<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	

**Retail / Visitor Information****Person responsible: Therese Laroque**

<b>Shelves and items on shelves</b>	Detergent	<input type="checkbox"/>	
<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	
<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	

# COVID19 Suspected/Confirmed Clean

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Cleaning and disinfection must occur before any workers or guests return to affected areas.

## Personal Protective Equipment

Those undertaking the cleaning of a suspected contaminated space should be equipped with appropriate Personal protective equipment (PPE). This includes:

- disposable gloves
- safety eyewear to protect against chemical splashes
- If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron.
- If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

## How to clean:

1. Clean and disinfect hard surfaces using either:
  - A 2 step clean
    - a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
  - A 2-in-1 clean
    - a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).
2. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.
3. Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.
4. Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.
5. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves and disposing of items

## Daily Cleaning Schedule if COVID19 Case Suspected/Confirmed

Daily Schedule (if COVID19 case suspected/confirmed)			
Area	Following suspected or confirmed case of COVID19 –(as soon as you become aware) with the following method	Tick, date and initial once complete	
		<input type="checkbox"/>	
<b>General/Common Areas</b>			
<b>Person responsible: John Laroque and Brad Thomson</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Carpet (Soft Floor)</b>	Clean daily Vacuum with HEPA filter <b>Additionally:</b> Clean and disinfect using carpet shampoo and steam clean	<input type="checkbox"/>	
<b>Chairs (non-upholstered)</b>	Clean at least daily Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean at least daily Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at	<input type="checkbox"/>	

	<p>least 10 minutes, use scrub brush or microfiber cloth.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + steam clean</p>		
<b>Hand rails, stair rails</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	<p>Clean daily Use Isopropyl alcohol-based wipes/sprays</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Light and power point switches</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	<p>Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	<p>Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Cleaning Equipment</b>	<p>Clean after use Washed with water and dish detergent</p> <p><b>Additionally:</b> Clean after use using detergent + disinfectant</p>	<input type="checkbox"/>	



<b>Computer, Keyboard, Mouse Headsets</b>	Clean at least daily or when visibly soiled, and between users if equipment is shared Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations <b>Additionally:</b> Clean using detergent + disinfectant on wipeable covers, or isopropyl alcohol-based wipes/sprays. Ensure you refer to manufacturer's recommendations so damage is not made to the item.	<input type="checkbox"/>	
<b>Elevator buttons</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Tables/desks</b>	Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Electronic equipment (sensitive to electrostatic charge) . E.g. Ipads, tablets, laptops exterior of computer case and monitors</b>	Clean at least daily or between users if shared Refer to manufacturer's recommendations Consider adding a wipeable cover to the device/screen. If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>BBQ</b>	Clean and disinfect at least daily Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays. Note, uncoated steel is more susceptible to rust when disinfected. Treat for rust as appropriate. <b>Additionally:</b> Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays. Note, uncoated steel is more susceptible to rust when disinfected. Treat for rust as appropriate.	<input type="checkbox"/>	
<b>Public/common Bathroom/Toilet Facilities</b>			
<b>Person responsible: John Laroque</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	

<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Sink (hand washing kitchen)</b>	Clean at least daily Use a sponge to get rid of soap deposits, food stains, rust and water spots. Kill all those germs in the sink by plugging the drain, filling your sink up with warm water and adding a little bit of bleach. Use a sponge to wipe up the faucet and handles, let sit for five minutes, then drain. <b>Additionally:</b> Clean and disinfect using detergent in the sink + disinfectant on areas around the sink (not in the sink)	<input type="checkbox"/>	
<b>Toilet</b>	Clean at least daily Remove all excess items from around the toilet and on the tank lid. Flush the toilet with the lid down to prevent splashing or spraying. Add your choice of powdered, liquid, detergent to the toilet bowl. Try to apply the cleaner as close to the toilet rim as possible to prevent cleanser from being diluted. While the cleansing solution soaks into the toilet grime in the bowl, clean the outside of the toilet. Start at the top to prevent dripping on already clean surfaces. Spray the tank, handle, and tank edges with cleaner and wipe down. Next, do the outside lid of the toilet. Finally, wipe down the entire outside of the bowl. Start with the sides and front before cleaning	<input type="checkbox"/>	

	<p>the bottom edges of the toilet where it meets the floor. Now is also a good time to quickly mop the floor around the toilet, which may also be dirty. Raise the seat. Spray the seat, inside lid and the rim of the toilet with cleaner. Wipe down the lid, seat, and hinges at the back of the toilet seat. Wipe the entire seat with a cloth moistened with clean water to remove any traces of bleach or chemicals from the sitting surface. Begin cleaning the bowl from the top down. Flush the toilet with the lid down.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant.</p>		
<b>Faucet handle / Tap</b>	<p>Clean at least daily Wash with Detergent + Disinfectant and rinse with clean water</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Toilet doors and locks</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant.</p>	<input type="checkbox"/>	
<b>Accommodation Room/Suite</b>			
<b>Person responsible: UB and Manpreet</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	<p>Clean at least daily Isopropyl alcohol-based wipes/sprays</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Door knob/handles</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Carpet (Soft Floor)</b>	<p>Clean daily Vacuum with HEPA filter</p> <p><b>Additionally:</b> Clean and disinfect using carpet shampoo and steam clean</p>	<input type="checkbox"/>	
<b>Floor (non-slip vinyl)</b>	<p>Damp mop daily Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	

<b>Chairs (non-upholstered)</b>	Clean at least daily Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean at least daily Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth. <b>Additionally:</b> Clean and disinfect using detergent + steam clean	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Window frames (sliding servery window types)</b>	Clean at least daily cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	

<b>Shelves and items on shelves</b>	Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>TV remote control</b>	Clean daily and between guests Detergent, or wipes <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Mirrors</b>	Clean daily Detergent, or wipes <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Tables/desks</b>	Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Bath</b>	Clean daily, or after each use if shared facilities Wet the entire surface of the bathtub and scrub with detergent or professional cleaning solution then use clean water to rinse and wipe dry <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shower</b>	Clean daily or after each use if shared facilities Wet the entire surface of the shower and scrub with detergent or professional cleaning solution then use clean water to rinse and wipe dry <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Sink (hand washing kitchen)</b>	Clean at least daily Use a sponge to get rid of soap deposits, food stains, rust and water spots. Kill all those germs in the sink by plugging the drain, filling your sink up with warm water and adding a little bit of bleach. Use a sponge to wipe up the faucet and handles, let sit for five minutes, then drain. <b>Additionally:</b> Clean and disinfect using detergent in the sink + disinfectant on areas around the sink (not in the sink)	<input type="checkbox"/>	
<b>Toilet</b>	Clean at least daily Remove all excess items from around the toilet and on the tank lid. Flush the toilet with the lid	<input type="checkbox"/>	

	<p>down to prevent splashing or spraying. Add your choice of powdered, liquid, detergent to the toilet bowl. Try to apply the cleaner as close to the toilet rim as possible to prevent cleanser from being diluted. While the cleansing solution soaks into the toilet grime in the bowl, clean the outside of the toilet. Start at the top to prevent dripping on already clean surfaces. Spray the tank, handle, and tank edges with cleaner and wipe down. Next, do the outside lid of the toilet. Finally, wipe down the entire outside of the bowl. Start with the sides and front before cleaning the bottom edges of the toilet where it meets the floor. Now is also a good time to quickly mop the floor around the toilet, which may also be dirty. Raise the seat. Spray the seat, inside lid and the rim of the toilet with cleaner. Wipe down the lid, seat, and hinges at the back of the toilet seat. Wipe the entire seat with a cloth moistened with clean water to remove any traces of bleach or chemicals from the sitting surface. Begin cleaning the bowl from the top down. Flush the toilet with the lid down.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant.</p>		
<b>Toilet doors and locks</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant.</p>	<input type="checkbox"/>	
<b>Faucet handle / Tap</b>	<p>Clean at least daily Wash with Detergent + Disinfectant and rinse with clean water</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant.</p>	<input type="checkbox"/>	
<b>Fridges</b>	<p>Clean frequently touched surfaces on fridge (i.e. handles) at least daily Refer to manufacturer's recommendations. Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)</b>	<p>Clean at least daily Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Microwave</b>	<p>Clean frequently touched points on microwave at least daily Refer to manufacturer's recommendations. Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent. Disinfect on outside surface only.</p>	<input type="checkbox"/>	
<b>Hair dryers</b>	<p>Clean daily or after each use by Check in check out guests Detergent + Disinfectant</p>	<input type="checkbox"/>	

	<b>Additionally:</b> Clean and disinfect using detergent + disinfectant.	<input type="checkbox"/>	
<b>Hangers and luggage racks</b>	Clean daily or after each use by Check in check out guests Wipe with Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant.	<input type="checkbox"/>	
<b>Nightstands</b>	Clean at least daily Wipe with Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant.	<input type="checkbox"/>	
<b>Bedding - soft furnishings (pillows, blankets, duvet, cushions that are not already cleaned between guests)</b>	Clean and disinfect between guests Damp dust + Detergent Steam clean weekly or if launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent <b>Additionally:</b> Damp dust + Detergent Steam clean or if launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	<input type="checkbox"/>	
<b>ReceptionFrontdeskConciergeOffice</b>			
<b>Person responsible: Therese Laroque</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Chairs (non-upholstered)</b>	Clean at least daily Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	

	<p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>		
<b>Light and power point switches</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	<p>Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	<p>Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	<p>Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Tables / Desks</b>	<p>Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Clipboard / Folders</b>	<p>Clean after use Use Isopropyl alcohol-based wipes/sprays or use paper towel and damp with detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Computer, Keyboard, Mouse, Headsets, printers, copiers etc</b>	<p>Clean at least daily or when visibly soiled, and between users if equipment is shared Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations <b>Additionally:</b></p>	<input type="checkbox"/>	



	Clean using detergent + disinfectant on wipeable covers, or isopropyl alcohol-based wipes/sprays. Ensure you refer to manufacturer's recommendations so damage is not made to the item.		
<b>Telephone</b>	Clean at least daily more regularly if shared by multiple users Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant via damp dust (wet a cloth with cleaning agent and wring out)	<input type="checkbox"/>	
<b>EFTPOS machines</b>	Clean after each use (if practicable) Use Isopropyl alcohol-based wipes/sprays after each use <b>Additionally:</b> Clean and disinfect using Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Retail / Visitor Information</b>			
<b>Person responsible: Therese Laroque</b>			
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean at least daily Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Keys and locks and padlocks</b>	Clean daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area	<input type="checkbox"/>	

	<p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	<p>Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	<p>Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Tables / Desks</b>	<p>Clean at least daily Take everything off the desk, wipe all surfaces with detergent water, or alcohol-base wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Clipboard / Folders</b>	<p>Clean after use Use Isopropyl alcohol-based wipes/sprays or use paper towel and damp with detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Computer, Keyboard, Mouse, Headsets, printers, copiers etc</b>	<p>Clean at least daily or when visibly soiled, and between users if equipment is shared Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations <b>Additionally:</b> Clean using detergent + disinfectant on wipeable covers, or isopropyl alcohol-based wipes/sprays. Ensure you refer to manufacturer's recommendations so damage is not made to the item.</p>	<input type="checkbox"/>	
<b>Telephone</b>	<p>Clean at least daily more regularly if shared by multiple users Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant via damp dust (wet a cloth with cleaning agent and wring out)</p>	<input type="checkbox"/>	

<b>EFTPOS machines</b>	Clean after each use (if practicable) Use Isopropyl alcohol-based wipes/sprays after each use <b>Additionally:</b> Clean and disinfect using Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Trolleys Hand-held baskets</b>	Clean after each use Use Isopropyl alcohol-based wipes/sprays after each use <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Electronic equipment (sensitive to electrostatic charge) . E.g. Ipads, tablets, laptops exterior of computer case and monitors</b>	Clean at least daily or between users if shared Refer to manufacturer’s recommendations. Consider adding a wipeable cover to the device/screen. If no manufacturer’s recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Kitchen</b>			
<b>Person responsible: Brad Thomson</b>			
<b>Door knob/handles</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Floor (non-slip vinyl)</b>	Damp mop daily Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Push/pull doors (with and without a push plate)</b>	Clean at least daily Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Garbage and recycling bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the	<input type="checkbox"/>	

	inside of the garbage bin then rinse and dry with absorbable cloth <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Fridges / Cool storage</b>	Clean frequently touched surfaces on fridge (i.e. handles) at least daily Refer to manufacturer's recommendations. Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)</b>	Clean at least daily Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Microwave</b>	Clean daily Refer to manufacturer's recommendations. Detergent <b>Additionally:</b> Clean and disinfect using detergent. Disinfect on outside surface only.	<input type="checkbox"/>	
<b>Sink (hand washing kitchen)</b>	Clean at least daily Use a sponge to get rid of soap deposits, food stains, rust and water spots. Kill all those germs in the sink by plugging the drain, filling your sink up with warm water and adding a little bit of bleach. Use a sponge to wipe up the faucet and handles, let sit for five minutes, then drain. <b>Additionally:</b> Clean and disinfect using detergent in the sink + disinfectant on areas around the sink (not in the sink)	<input type="checkbox"/>	
<b>Kitchenware, non dishwasher safe</b>	Clean after use Wash with detergent <b>Additionally:</b> Clean with food grade detergent	<input type="checkbox"/>	
<b>Kitchenware, dishwasher safe</b>	Clean at least daily Wash with detergent <b>Additionally:</b> Run through dishwasher	<input type="checkbox"/>	

<b>Coffee station and coffee/tea service items</b>	Clean at least daily Wipe area with Isopropyl alcohol-based wipes/sprays <b>Additionally:</b>	<input type="checkbox"/>	
<b>Food preparation bench/s</b>	Clean and disinfect at least daily and between shifts Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays. <b>Additionally:</b> Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Clearing/Washing station</b>	Clean and disinfect at least daily and between shifts Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays. <b>Additionally:</b> Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Waste Bins</b>	Clean at least daily Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	

# Weekly Cleaning Schedule if COVID19 Case Suspected/Confirmed

Weekly Schedule (if COVID19 case suspected/confirmed)			
Area	Following suspected or confirmed case of COVID19 –(as soon as you become aware) with the following method	Tick, date and initial once complete	
		<input type="checkbox"/>	
<b>Accommodation Room/Suite</b>			
<b>Person responsible: UB and Manpreet</b>			
<b>Bedding - furniture (bedframe/ensembles)</b>	Clean and disinfect between guests Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Detergent + disinfectant with Isopropyl alcohol-based wipes/sprays	<input type="checkbox"/>	
<b>Curtains and blinds</b>	Clean weekly Refer to manufacturer’s recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer’s recommendations <b>Additionally:</b> Clean and disinfect using a damp dust and detergent. Steam clean curtains and/or blinds. Damp dust means to wet a cloth with cleaning agent and wring out.	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>TV</b>	Clean weekly Refer to manufacturer’s recommendations. Damp dust + Detergent <b>Additionally:</b>	<input type="checkbox"/>	

	Clean and disinfect using detergent + disinfectant and a damp dust (wet a cloth with cleaning agent and wring out)		
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Washer/dryer units</b>	Clean weekly Refer to manufacturer's recommendations. Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant.	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Bedding - mattress</b>	Clean and disinfect between guests Damp dust + Detergent Steam clean weekly <b>Additionally:</b> Detergent and Steam clean	<input type="checkbox"/>	
<b>Telephone</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant via damp dust (wet a cloth with cleaning agent and wring out)	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	

<b>Ironing boards and irons</b>	Clean weekly Remove the cover from the ironing board's frame then wet a sponge with lukewarm water. Add a mild cleaning detergent to the sponge, wring out excess and wipe the cover with the damp sponge. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant.	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Fridges</b>	Weekly, defrost to clean as required. Refer to manufacturer's recommendations. Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>General/Common Areas</b>			
<b>Person responsible: John Laroque and Brad Thomson</b>			
<b>Window frames (sliding servery window types)</b>	Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Telephone</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b>	<input type="checkbox"/>	



	Clean and disinfect using detergent + disinfectant via damp dust (wet a cloth with cleaning agent and wring out)		
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>TV</b>	Clean weekly Refer to manufacturer's recommendations. Damp dust + Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant and a damp dust (wet a cloth with cleaning agent and wring out)	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door bell</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Remote controls</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	

	<b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Vending Machines</b>	Clean weekly Refer to manufacturer's recommendations. Damp dust + detergent or Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant and a damp dust (wet a cloth with cleaning agent and wring out)	<input type="checkbox"/>	
<b>Clipboard / Folders</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays or use paper towel and damp with detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Kitchen</b>			
<b>Person responsible: Brad Thomson</b>			
<b>Fridges / Cool storage</b>	Weekly, defrost to clean as required. Refer to manufacturer's recommendations. Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.	<input type="checkbox"/>	

	<b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Fixtures</b>	Clean weekly Wash with detergent and rise with clean water <b>Additionally:</b>	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Hand sanitiser dispenser (alcohol based)</b>	Clean weekly Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Floor (polished concrete)</b>	Dust removal clean weekly Use Detergent + microfiber pad to keep dirt particles off the floor. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Light and power point switches</b>	Clean weekly Use Isopropyl alcohol-based wipes/sprays. Weekly Disinfect the area <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Public/common Bathroom/Toilet Facilities</b>			

**Person responsible: John Laroque**

<p><b>Walls</b></p>	<p>Spot clean weekly            Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.  <b>Additionally:</b>            Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Shower</b></p>	<p>Clean weekly            Wet the entire surface of the shower and scrub with detergent or professional cleaning solution then use clean water to rinse and wipe dry  <b>Additionally:</b>            Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Windows</b></p>	<p>Clean weekly            Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution  <b>Additionally:</b>            Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Ceiling</b></p>	<p>Spot clean weekly            Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.  <b>Additionally:</b>            Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Lights/lighting</b></p>	<p>Clean weekly            Refer to manufacturer's recommendations Detergent  <b>Additionally:</b>            Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Window frames (sliding servery window types)</b></p>	<p>Clean weekly            cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.  <b>Additionally:</b>            Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	

<b>Chairs (non-upholstered)</b>	Clean weekly Fill a bowl with hot water and a couple of drops of Detergent and wipe with paper towel or rag. Use new paper towel/rag for each wipe. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Waste bins</b>	Clean weekly Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>ReceptionFrontdeskConciergeOffice</b>			
<b>Person responsible: Therese Laroque</b>			
<b>Window frames (sliding servery window types)</b>	Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Chairs (upholstered)</b>	Clean weekly Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth. <b>Additionally:</b> Clean and disinfect using detergent + steam clean	<input type="checkbox"/>	

<b>Cabinet pulls and handles</b>	Clean weekly Wipe with Isopropyl alcohol-based wipes/sprays <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Lights/lighting</b>	Clean weekly Refer to manufacturer's recommendations Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Cash registers</b>	Clean weekly Shared between shifts use Isopropyl alcohol-based wipes/sprays to wipe down. Weekly Clean: Remove and set aside the cash register's contents. Tip the register forward carefully to let any debris trapped inside the register fall out. If possible, give the register a little shake or nudge to help this. Dust the register with a dry paintbrush. Apply the brush inside and out, front and back. Remove as much debris as possible by first brushing it loose, and then brushing it off the register. Rub down the register with a lightly damp (not dripping) cloth. Wash the backside and underside of the register. Rinse the cloth and repeat as necessary to remove as much dirt as possible. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant on wipeable covers. Use Isopropyl alcohol-based wipes/sprays.	<input type="checkbox"/>	
<b>Carpet (Soft Floor)</b>	Clean weekly Vacuum with HEPA filter <b>Additionally:</b> Clean and disinfect using carpet shampoo and steam clean	<input type="checkbox"/>	
<b>Walls</b>	Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.	<input type="checkbox"/>	

	<b>Additionally:</b> Clean and disinfect using detergent + disinfectant		
<b>Door frames</b>	Clean weekly Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Ceiling</b>	Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Retail / Visitor Information</b>			
<b>Person responsible: Therese Laroque</b>			
<b>Carpet (Soft Floor)</b>	Clean weekly Vacuum with HEPA filter <b>Additionally:</b> Clean and disinfect using carpet shampoo and steam clean	<input type="checkbox"/>	
<b>Windows</b>	Clean weekly Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Clean weekly Detergent	<input type="checkbox"/>	

	<p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>		
<b>Cash registers</b>	<p>Clean weekly Shared between shifts use Isopropyl alcohol-based wipes/sprays to wipe down. Weekly Clean: Remove and set aside the cash register's contents. Tip the register forward carefully to let any debris trapped inside the register fall out. If possible, give the register a little shake or nudge to help this. Dust the register with a dry paintbrush. Apply the brush inside and out, front and back. Remove as much debris as possible by first brushing it loose, and then brushing it off the register. Rub down the register with a lightly damp (not dripping) cloth. Wash the backside and underside of the register. Rinse the cloth and repeat as necessary to remove as much dirt as possible.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant on wipeable covers. Use Isopropyl alcohol-based wipes/sprays.</p>	<input type="checkbox"/>	
<b>Lights/lighting</b>	<p>Clean weekly Refer to manufacturer's recommendations Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Walls</b>	<p>Spot clean weekly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Window frames (sliding servery window types)</b>	<p>Clean weekly cover your tracks with detergent water, grab a toothbrush and scrub, working the gunk to the middle. Remove with a paper towel.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Ceiling</b>	<p>Spot clean weekly Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	



<b>Chairs (upholstered)</b>	<p>Clean weekly  Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth.</p> <p><b>Additionally:</b>  Clean and disinfect using detergent + steam clean</p>	<input type="checkbox"/>	
<b>Door frames</b>	<p>Clean weekly  Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.</p> <p><b>Additionally:</b>  Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	

# Monthly/Annual Schedule if COVID19 Case Suspected/Confirmed

Monthly/Annual Schedule (if COVID19 case suspected/confirmed)			
Area	Following suspected or confirmed case of COVID19 –(as soon as you become aware) with the following method	Tick, date and initial once complete	
		<input type="checkbox"/>	
<b>Accommodation Room/Suite</b>			
<b>Person responsible: UB and Manpreet</b>			
<b>Ceiling</b>	Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Walls</b>	Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant	<input type="checkbox"/>	

**General/Common Areas**

**Person responsible: John Laroque and Brad Thomson**

<p><b>Walls</b></p>	<p>Full clean yearly                  Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.  <b>Additionally:</b>                  Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Curtains and blinds</b></p>	<p>Clean monthly                  Refer to manufacturer’s recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer’s recommendations  <b>Additionally:</b>                  Clean and disinfect using a damp dust and detergent. Steam clean curtains and/or blinds. Damp dust means to wet a cloth with cleaning agent and wring out.</p>	<input type="checkbox"/>	
<p><b>Ceiling</b></p>	<p>Wash every 3 years                  Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.  <b>Additionally:</b>                  Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<p><b>Shelves and items on shelves</b></p>	<p>Detergent  <b>Additionally:</b>                  Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	

**Kitchen**

**Person responsible: Brad Thomson**

<p><b>Ceiling</b></p>	<p>Wash every 3 years                  Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.</p>	<input type="checkbox"/>	
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	<p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Walls</b>	<p>Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	<p>Detergent <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Public/common Bathroom/Toilet Facilities</b>			
<b>Person responsible: John Laroque</b>			
<b>Walls</b>	<p>Full clean yearly Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Ceiling</b>	<p>Wash every 3 years Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>ReceptionFrontdeskConciergeOffice</b>			
<b>Person responsible: Therese Laroque</b>			

<b>Walls</b>	<p>Full clean yearly</p> <p>Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Shelves and items on shelves</b>	<p>Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Ceiling</b>	<p>Wash every 3 years</p> <p>Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again to remove soapy residue.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Retail / Visitor Information</b>			
<b>Person responsible: Therese Laroque</b>			
<b>Shelves and items on shelves</b>	<p>Detergent</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Walls</b>	<p>Full clean yearly</p> <p>Use Detergent: lay towels on the floor along the baseboards to catch any excess water that drips off the walls while you clean. Start at the top of the wall when cleaning, and work your way down. Wipe the wall with the cleaner and then wipe it with just water to rinse. Use two buckets, one for the cleaning solution and one for the water.</p> <p><b>Additionally:</b> Clean and disinfect using detergent + disinfectant</p>	<input type="checkbox"/>	
<b>Ceiling</b>	<p>Wash every 3 years</p> <p>Damp dust + Detergent: Lightly spray the area then go over it with a damp paint roller or microfiber mop. Cover the roller with a clean white cloth dipped in water and dab the area again</p>	<input type="checkbox"/>	

	to remove soapy residue. <b>Additionally:</b> Clean and disinfect using detergent + disinfectant		
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# Workplace Signage

Coronavirus  
(COVID-19)

# KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

## TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.


Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit [health.gov.au](https://www.health.gov.au)





# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

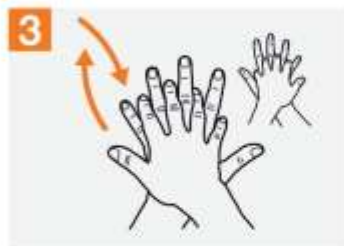
 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



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



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



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



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



Once dry, your hands are safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

May 2009

# SIMPLE STEPS TO HELP STOP THE SPREAD.

**Cough or sneeze into your arm**



**Use a tissue**



**Bin the tissue**



**Wash your hands**



**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus (COVID-19)** visit [health.gov.au](http://health.gov.au)




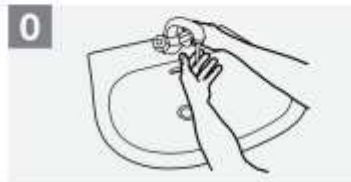
Australian Government

Authorised by the Australian Government, Canberra

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



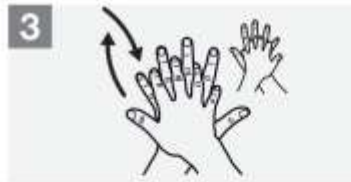
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



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



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



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



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



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health  
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES  
Clean Your Hands

May 2009

# Protect others from getting sick

When coughing and sneezing  
**cover mouth and nose** with  
flexed elbow or tissue



**Throw tissue into closed bin**  
immediately after use

**Clean hands** with alcohol-based  
hand rub or soap and water  
after coughing or sneezing and  
when caring for the sick



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Organization

Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



World Health  
Organization

# Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



World Health  
Organization

# Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider



World Health Organization