# **Cleaning Checklist – Confirmed COVID Case, Suspected or Close Primary Contact**

\*This checklist should be completed every shift.

Service Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Service Address: Click or tap here to enter text.

Checklist completed by:Click or tap here to enter text. Shift: Choose an item.

Prioritise cleaning surfaces that are frequently touched, such as tabletops, counters, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles, phones, office supplies.

Clean any surfaces that are visibly dirty or have a spill as soon as they are identified regardless of when they were last cleaned.

Please ✓ once each step has been completed.

**Preparation**

Minimise access, where possible, to the areas that were used by the suspected or confirmed case (person) as well as any common areas (break rooms, bathrooms) and any known or likely touch point until they have been cleaned.

[ ]  Open outside doors and windows if possible to increase air circulation.

[ ]  If possible, turn of air conditioning.

**What do you need?**

[ ]  Hospital grade disinfectant. Follow the manufacturer’s instructions for use.

[ ]  Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.

[ ]  Wear a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.

[ ]  A surgical mask if the person suspected to have been confirmed positive to COVID-19 is in the room.

**How to safely clean**

[ ]  Read the product label **or** Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required PPE. Also make sure the product is suitable for use on the surface you are cleaning.

[ ]  Ensure staff understand how to use PPE (putting on and taking off PPE, including washing or sanitising hands between steps).

[ ]  Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves. Do not touch your face whilst wearing gloves.

**What should I clean?**

[ ]  Thoroughly clean and then disinfect in all rooms:

[ ]  all areas occupied by confirmed or suspected COVID and close primary contacts

[ ]  any common areas, such as bathrooms and living areas, and

[ ]  any known or likely touch points in the facility including:

[ ]  Tabletops

[ ]  Counters

[ ]  Door Handles

[ ]  Light Switches

[ ]  Desks

[ ]  Toilets

[ ]  Taps

[ ]  TV Remotes

[ ]  Kitchen Surfaces

[ ]  Cupboard Handles

[ ]  Kitchen appliances, such as toaster, kettle, microwave

[ ]  Phones

[ ]  Chairs, chair arms

[ ]  Rails, stair rails

[ ]  Office Supplies and equipment, such as computer, keyboard, mouse, whiteboard markers, screen, pens

[ ]  any items that are communal

[ ]  Other: Click or tap here to enter text.

[ ]  Other: Click or tap here to enter text.

**Cleaning the vehicle**

[ ]  N/A – vehicle was not used by confirmed or suspected COVID and close primary contact during the shift.

[ ]  Open doors and windows

[ ]  Clean all vinyl interior surfaces, steering wheel, screens and shields.

[ ]  Clean inside windows

**After cleaning**

[ ]  Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste.

[ ]  Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.

[ ]  Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

\*Watch the videos on the Infection Control Lead Nula Page <https://nula.northcott.com.au/about-us/campaigns/covid-19/infection-control-lead-resources>