**COVID-19 CLEANING AND DISINFECTING PROTOCOLS**

**\*Note: This cleaning protocol is a template and can be changed/adjusted to meet your location’s needs.**

**Purpose:**

Christian Horizons is committed to providing a safe and healthy environment for the people we support and our employees. The cleaning and disinfecting protocols provided in this document have been developed to prevent the spread of COVID-19, and to provide employees with instruction on how to perform the specific procedures required for cleaning and disinfecting at this location, and to protect them from the hazards associated with cleaning and disinfecting (e.g., exposure to harmful chemicals, handling powered electronics) by providing them with guidance on how to use the products.

**Training & Supervision:**

The Occupational Health & Safety Act (ON) and Saskatchewan Employment Act (Health and Safety Regulations) state that employers shall provide information, instruction and supervision to a worker to protect their health and safety. The regulations also state that supervisors will ensure a worker works in the manner and with the protective devices, measures and procedures required. As such, audits (including peer audits), exercise drills, and program visits by the on-call Program Manager will be completed.

In light of our Health and Policy statement, we will provide employees with proper health and safety training, which includes ongoing training on the cleaning and disinfecting protocols. This will be completed through regular refreshers and exercise drills. For more information on the Ministry of Labour’s requirement to provide ongoing training, please review the COVID-19 Safety Plan at <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

**Definitions:**

**Cleaning -** refers to the physical removal of foreign material (e.g., dust, soil) and organic material (e.g., blood, secretions, microorganisms). Cleaning removes, rather than kill microorganisms. Warm water, detergent and mechanical action (e.g., wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

**Disinfecting** - describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer.

**Contact Time -** the amount of time that the disinfecting product will need to remain wet on a surface to achieve disinfection. This is outlined on the label of the cleaning product.

**Considerations:**

* When new cleaning agents are used, ensure the protocols listed in this document are updated to reflect the manufacturer’s instructions (e.g., contact time) and employees are aware of the change.
* Always use products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1> or on the Environmental Protection Agency’s list of COVID-19 Disinfectants <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

* Do not dust or sweep which can distribute virus droplets into the air.
* Reusable cleaning items can be washed using regular laundry soap and hot water (60-90ᵒC).
* Contaminated disposable cleaning items (e.g., mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
* The cleaning/disinfecting protocols in this document are grouped into 3 sections:
  + Shared Equipment
  + High Touch Surfaces
  + Hard Surfaces

**Shared Equipment**

**Keyboard**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, mask, can of compressed air, Lysol Disinfecting Wipe, rubbing alcohol (at least 70%) and Q-tip.

**Frequency:**

Because the keyboard is a shared device, it must be cleaned after it is used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. To prevent damage, shock, or from accidentally deleting something, unplug/disconnect the keyboard from all power sources. If its battery powered, power it down and remove the batteries.
4. In a well-ventilated room with good airflow (e.g., window open, fan), or outside (if possible), turn the keyboard upside down.
5. Over a trash can, turn the keyboard or laptop over at an angle and gently pat to allow the visible debris to come off. Shake the keyboard/laptop gently back and forth to move stuck debris.
6. While holding the keyboard/laptop at a 75-degree angle, use a compressed air can to spray the keyboard in a flowing zig zag pattern. Rotate your keyboard/laptop and repeat the zigzag motion until you have hit all four sides of the keys.
7. Try to keep disinfecting wipe away from nearby fabrics and leather.
8. Never spray liquid onto your keyboard – it can cause water damage. Do not submerge your keyboard in water.
9. Using a Lysol wipe, wipe down the keyboard, including the buttons. Do not use a soaked paper towel or wipe as it will damage the hardware underneath the keyboard. Do not yank the keys off the keyboard as it could crack, break or damage them.
10. To clean in between the keys, moisten a Q-tip with Rubbing Alcohol and use it to swab in areas that your wipe or paper towel are not able to get to.
11. Discard gloves, Q-tip, and used wipe in touchless garbage bin.
12. Let the keyboard air dry thoroughly before plugging it back in or installing the batteries. Do not wipe with a paper towel or cloth until the product has sat on the surface for 4 minutes.
13. Perform hand hygiene for 20 seconds.

**Laptop Screen/Computer Monitor/TVs/Tablets/Touchscreens**

**Note:**

Most screens come with a thin outer film that can easily wear away when you use disinfectant wipes like Clorox or Lysol, so avoid using those products to clean your laptop/computer monitor. Do not use common fabrics or materials such as paper towels or rags as they tend to leave lint and the fibers may scratch the surface of the screen.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Weiman Electronic Wipe, Lysol Disinfecting Wipe **or** Q-tip & Rubbing Alcohol (at least 70%) to disinfect the buttons, Disposable Gloves, Eye protection, and Mask

**Cleaning/Disinfecting Frequency:**

As this is a shared device, it must be cleaned after it’s used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. To prevent damage or shock, power down the laptop or turn the power off to the computer monitor, TV, Tablet or touchscreen. Then unplug the device.
5. Using a Weiman Electronic wipe, gently clean the screen without putting too much pressure on the screen.
6. Moisten a Q-tip with Rubbing Alcohol (at least 70%). Use the moist Q-tip to swap/disinfect the buttons on the monitor, TV or touch screen. Alternatively, you may use a Lysol Disinfecting wipe to disinfect the buttons. Do not use a soaked wipe (sometimes when you get to the bottom, the wipes are soaked in the cleaning agent). Squeeze excess cleaning solution out of it.
7. Discard gloves and Q-tip/used wipe in a touchless garbage bin.
8. Let the rubbing alcohol or Lysol cleaning agent sit for at least 4 minutes. Let the monitor air dry or dry with a soft microfibre cloth.
9. Ensure the monitor is dry before turning the laptop/computer monitor back on.
10. Perform hand hygiene for 20 seconds.

**Mouse**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, mask, and Lysol Disinfecting Wipe.

**Cleaning/Disinfecting Frequency:**

As this is a shared device, it must be cleaned after it is used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. To prevent damage or shock, disconnect the mouse from the computer and power it down if its battery powered.
5. Try to keep cleaning wipe away from nearby fabrics and leather.
6. Do not spray any cleaning agent directly onto-or into-the device.
7. Using a Lysol wipe, wipe down the mouse, including the bottom. Do not use a soaked wipe (sometimes when you get to the bottom, the wipes are soaked in the cleaning agent). Squeeze excess cleaning solution out of it.
8. Do not use compressed air to blow dirt & dust out of the wheel and controller areas if you are in an enclosed room with poor airflow. Consider performing this procedure outside, where possible or in a well-ventilated room with good airflow such as a fan or open window.
9. Discard used wipe in a touchless garbage bin.
10. Allow the cleaning agent to sit for 4 minutes before wiping it.
11. Ensure the mouse is dry before plugging it back in or installing the batteries.
12. Perform hand hygiene for 20 seconds.

**Personal Computer (PC)**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, Lysol Disinfecting Wipes.

**Cleaning/Disinfecting Frequency:**

As this is a shared device, it must be cleaned after it is used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. To prevent damage or shock, power down the computer and then unplug it.
5. Try to keep cleaning wipe away from nearby fabrics and leather.
6. Do not spray any cleaning agents directly onto-or into-the device (use a Lysol disinfecting wipe or spray a paper towel with Lysol All-Purpose cleaner until its moist, not soaked).
7. Using a Lysol Disinfecting wipe, wipe gently the exterior of the PC and the buttons. Do not use a soaked wipe (sometimes when you get to the bottom, the wipes are soaked in the cleaning agent) or paper towel, especially when cleaning/disinfecting the buttons on the PC. Squeeze excess cleaning solution.
8. Allow the cleaning agent to sit for 4 minutes before wiping it.
9. Discard gloves, used wipe/paper towel in a touchless garbage bin.
10. Perform hand hygiene for 20 seconds.

**Printer/Copier**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required:**

Disposable gloves, eye protection, a mask, and Lysol Disinfecting Wipe.

**Cleaning/Disinfecting Frequency:**

As this is a shared device, it must be cleaned after it’s used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. To prevent damage or shock, turn the printer off and unplug the power cord.
5. Try to keep wipe away from nearby fabrics and leather.
6. Do not spray any cleaning chemicals directly onto the printer or copier (spray Lysol All-Purpose cleaner on the paper towel to dampen it. Do not soak it).
7. Using a Lysol Disinfecting wipe, wipe down the printer, including the buttons and sides of the printer. Never use a soaked wipe (sometimes when you get to the bottom, the wipes are soaked in the cleaning agent) or paper towel. Squeeze excess cleaning solution.
8. Discard gloves, used wipe/paper towel in a touchless garbage bin.
9. Allow the cleaning agent to sit for 4 minutes before wiping it.
10. Ensure the printer is dry before plugging it back in and turning it on.
11. Perform hand hygiene for 20 seconds.

**Remote Control**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, Lysol Disinfecting Wipe, Q-tip, and Rubbing Alcohol.

**Cleaning/Disinfecting Frequency:**

As this is a shared device, it must be cleaned after it is used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Try to keep cleaning wipe away from fabric or leather so they don’t harm them.
5. Before cleaning the remote, remove the batteries.
6. Then turn buttons upside down so that the buttons are facing downward and shake it or tap it against your palm to dislodge any debris that might have fallen between the keys.
7. Do not spray any disinfecting solution directly onto-or into-the device. Use a Lysol wipe instead.
8. Gently wipe all areas/sides of the remote with a Lysol wipe. Do not use soaked wipes, especially over the buttons. Sometimes the wipes at the bottom of the bottle may be soaked in excess cleaning solution. Squeeze excess solution before using the wipe.
9. To clean harder-to-reach areas in and around the buttons, use a cotton swab dampened with Rubbing Alcohol (at least 70%)
10. Let the cleaning agent sit for 4 minutes before wiping.
11. Once the remote has been thoroughly cleaned and dried, you can reinstall the batteries.
12. Discard gloves and used wipe in a touchless garbage bin.
13. Perform hand hygiene for 20 seconds.

**Telephone**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19.. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required:**

Disposable gloves, eye protection, a mask, Lysol Disinfecting Wipe, Q-tip and Rubbing Alcohol (at least 70%).

**Cleaning/Disinfecting Frequency:**

As this is a shared device, it must be cleaned after it is used by each person. This must be tracked on the Cleaning checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. To prevent damage or shock, disconnect the telephone cord and if powered by batteries or electricity, remove from power outlet/batteries.
5. Try to keep cleaning wipe away from nearby fabrics and leather.
6. Do not spray any disinfecting solution directly onto the telephone. Use a Lysol wipe instead (do not use a soaked wipe. Sometimes the wipes at the bottom of a bottle can become soaked in excess cleaning solution. Squeeze excess solution before using wipe).
7. Wipe down all areas of the telephone (except for the buttons/keys) such as the mouthpiece, earpiece, receiver and external areas.
8. Let Lysol cleaning agent sit for 4 minutes before wiping.
9. Moisten a Q-tip with rubbing alcohol and gently swab the area around the buttons.
10. Discard gloves, used wipe and Q-tip in a touchless garbage bin.
11. Ensure the phone is dry before plugging it back in or installing the batteries.
12. Perform hand hygiene for 20 seconds.

**High Touch Surfaces (frequently touched surfaces)**

**Doorknobs & Handles (cupboards, fridge, stove, toilet flush handle)**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, and Lysol Disinfecting Wipe.

**Frequency:**

Doorknobs and handles must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Use wipe to pre-clean surface. Use enough fresh wipes to thoroughly wet surface.
5. To disinfect, allow to remain wet for 4 minutes.
6. Discard gloves and used wipe in a touchless garbage bin.
7. Perform hand hygiene for 20 seconds.

**Faucet (Bathroom, Kitchen, laundry room)**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, and Lysol Disinfecting Wipe.

**Frequency:**

Faucets must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Use wipe to pre-clean surface. Use enough fresh wipes to thoroughly wet surface.
5. To disinfect, allow to remain wet for 4 minutes.
6. Discard gloves and used wipe touchless garbage bin.
7. Perform hand hygiene for 20 seconds.

**Light Switches**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed below, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, and Lysol Disinfecting Wipe.

**Frequency:**

Light Switches must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Use wipe to pre-clean surface. Do not use a soaked wipe. Sometimes wipes at the bottom of a bottle will be soaked in excess cleaning solution. Squeeze excess solution before using wipe. Use enough fresh wipes to thoroughly wet surface.
5. To disinfect, allow to remain wet for 4 minutes. Allow surface to air dry.
6. Discard gloves and used wipe in a touchless garbage bin.
7. Perform hand hygiene for 20 seconds.

**Sinks (Kitchen, Bathroom, Laundry Room)**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on the Lysol All-Purpose Cleaner.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, Lysol All-Purpose Cleaner, clean cloth/sponge, trash can.

**Frequency:**

Sinks must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Turn nozzle to desired position.
5. Pre-clean the surface by spraying the Lysol All-Purpose cleaner on the surface until it’s thoroughly wet. To clean soap scum and greasy soil, allow product to penetrate soil before wiping clean. Repeat as necessary.
6. Wipe with a clean cloth or sponge.
7. To disinfect, spray the Lysol All-Purpose Cleaner on the surface until it’s thoroughly wet. Allow to remain wet for 4 minutes before wiping.
8. Turn nozzle to off position.
9. Discard gloves, paper towel, touchless garbage bin.
10. Perform hand hygiene for 20 seconds.

**Walls**

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, dish detergent, water, bucket, soft sponge.

**Frequency:**

Walls must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. For painted surfaces, determine the type of finish on the wall, then choose the best cleaning method. Give newly painted walls at least two weeks to fully dry before their first wash.
5. Flat, eggshell or stain finishes tend to be less durable and are more likely to rub off if scrubbed too hard or washed with too abrasive a cleaner. Avoid harsh chemicals and use a mix of mild detergent (e.g., dish detergent) and water.
6. Semigloss or glossy finishes, popular on kitchen walls, tend to be durable enough to stand up to degreasing cleaners but are also susceptible to scratches.
7. Latex paint finishes can be cleaned with warm water mixed with a nonabrasive cleaner.
8. To prevent items hanging on frequently touch walls from falling, remove paintings, lamps and other objects. You do not need to do this for walls that are not frequently touched.
9. Remove furniture out of the way to give yourself plenty of room and to avoid postures and positions that could lead to a musculoskeletal injury.
10. Remove dust from wall(s) by wiping with a damp cloth. Do not use a dust brush or other device that could cause particles to become suspended in the air.
11. Fill a small bucket with warm water and dish soap. Use 1 ounce of dish detergent per gallon of warm water. Fill a second small bucket with water to use for rinsing.
12. Thoroughly wring out a soft [cleaning soft sponge](https://www.homedepot.com/b/Cleaning-Cleaning-Tools-Sponges-Scouring-Pads/N-5yc1vZcb3k) (e.g., cellulose).
13. When using any kind of cleaning product on a painted wall, test it by applying a small amount to a remote part of the wall, such as behind a piece of furniture or wall art, to make sure it won’t streak or discolor the paint.
14. Gently wash the wall, applying the mildly damp sponge in a circular motion. For surface areas that you are unable to reach (and they are frequently touched), use a sponge mop with a long handle. If this is not possible, use a step stool or small ladder but make sure you have received training on ladder use first.
15. Leave on wall for 5 minutes, then use water and clean sponge to rinse.
16. Discard gloves in touchless garbage bin and cleaning sponge before reusing.
17. Perform hand hygiene for 20 seconds.

**Hard Surfaces**

**Bathtubs**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on the Lysol All-Purpose Cleaner.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, Lysol All-Purpose Cleaner, clean cloth/sponge, trash can.

**Frequency:**

Bathtubs must be cleaned/disinfected at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Turn nozzle to desired position.
5. Pre-clean the surface by spraying the Lysol All-Purpose cleaner on the surface until it’s thoroughly wet. To clean soap scum and greasy soil, allow product to penetrate soil before wiping clean. Repeat as necessary.
6. Wipe with a clean cloth or sponge.
7. To disinfect, spray the Lysol All-Purpose Cleaner on the surface until it’s thoroughly wet. Allow to remain wet for 4 minutes before wiping.
8. Turn nozzle to off position.
9. Discard gloves, paper towel, touchless garbage bin.
10. Perform hand hygiene for 20 seconds.

**countertops**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on the Lysol All-Purpose Cleaner.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, Lysol All-Purpose Cleaner, and clean cloth/sponge.

**Frequency:**

Countertops must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Turn nozzle to desired position.
5. Pre-clean the surface by spraying the Lysol All-Purpose cleaner on the surface until it’s thoroughly wet. To clean soap scum, greasy soil, or food, allow product to penetrate soil before wiping clean. Repeat as necessary.
6. Wipe with a clean cloth or sponge.
7. To disinfect, spray the Lysol All-Purpose Cleaner on the surface until it’s thoroughly wet. Allow to remain wet for 4 minutes before wiping.
8. Turn nozzle to off position.
9. Discard gloves in touchless garbage bin.
10. Perform hand hygiene for 20 seconds.

**floors**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on the Lysol Multi-Surface Cleaner.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, mask, Lysol Multi-Surface Cleaner, clean mop/sponge/cloth, bucket, and water. Always use the correct cleaning agent for the type of floor (e.g., hardwood, laminate, ceramic tiles). The Lysol Multi-Surface Cleaner is designed for all surface types.

**Frequency:**

Floors must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).

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| **To Clean** | | **To Sanitize/Disinfect** | |
| Step 1 | Pour directly on stains for spot cleaning. For large floor areas, dilute 1/4 cup (2 oz) per gallon of warm water. | Step 1 | Pre-clean surface. |
| Step 2 | Apply to surface with cloth, sponge, mop or trigger spray until thoroughly wet. | Step 2 | Dilute 1 oz with 15 oz of warm water. |
| Step 3 | Wipe with a clean cloth, sponge, or mop. | Step 3 | Apply to surface with cloth, sponge, mop or trigger spray until thoroughly wet. |
| Step 4 | When using full strength, rinse thoroughly with clean water. | Step 4 | To sanitize, leave for 60 seconds before wiping. To disinfect: leave for 10 minutes before wiping. Rinse all food contact surfaces with water after use. |

1. Discard gloves into touchless garbage bin, thoroughly rinse bucket, and clean mop head/sponge/cloth.
2. Perform hand hygiene for 20 seconds.

**stovetop**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on the Lysol All-Purpose Cleaner.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, Lysol All-Purpose Cleaner, and clean cloth/sponge.

**Frequency:**

Countertops must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Turn nozzle to desired position.
5. Pre-clean the surface by spraying the Lysol All-Purpose cleaner on the surface until it’s thoroughly wet. To clean greasy soil or food, allow product to penetrate soil before wiping clean. Repeat as necessary.
6. Wipe with a clean cloth or sponge.
7. To disinfect, spray the Lysol All-Purpose Cleaner on the surface until it’s thoroughly wet. Allow to remain wet for 4 minutes before wiping.
8. Turn nozzle to off position.
9. Discard gloves in touchless garbage bin.
10. Perform hand hygiene for 20 seconds.

**toilet**

Always use EPA registered products or products that are on Health Canada’s list of hard-surface disinfectants for use against COVID-19. The CDC states that most common disinfectants registered by the Environmental Protection Agency can be used to kill pathogens, including COVID-19. This includes Clorox and Lysol cleaners/disinfectants. Please do not use Clorox or Lysol products that contain bleach (as our locations do not use bleach). As Clorox and Lysol cleaning agents require different dwell/contact times, this protocol will focus on the Lysol Toilet Bowl Cleaner, Lysol Power Bathroom Cleaner and Lysol Disinfecting Wipes.

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, mask, Lysol Toilet Bowl Cleaner, Toilet Bowl Brush, Lysol Power Bathroom Cleaner, Lysol Disinfecting wipe, and paper towel.

**Frequency:**

Sinks must be cleaned at least twice a day and tracked on the Cleaning Checklist.

**Steps:**

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Using the Lysol Power Bathroom Cleaner, spray the outside of the toilet (tank, lid, front and sides) and let it sit for 30 seconds (to disinfect, let it sit for 10 minutes).
5. Starting with the tank or top, wipe down the back, front and sides of the toilet all the way to the floor.
6. Clean the toilet handle with a Lysol disinfecting wipe.
7. After wiping down the top of the toilet lid, open the lid and spray the inside, including the hinges, with Lysol Bathroom cleaner.
8. Spray the toilet seat on both sides of its top, on both sides of its bottom and around the hinges. If your toilet has hinges that open, open them and spray inside.
9. After allowing the cleaner to sit for 10 minutes (to disinfect), thoroughly wipe down the inside of the lid, the hinges and both sides of the toilet seat.
10. Wet paper towels and use them to rinse off any cleaning residue from the toilet seat.
11. Dry with paper towels.

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| **To Clean Toilet Bowl** | | **To Sanitize/Disinfect Toilet Bowl** | |
| Step 1 | Flush toilet before cleaning | Step 1 | Flush toilet before cleaning |
| Step 2 | Apply 4 fl. Oz. of Lysol Toilet Bowl Cleaner to coat the bowl, including under the rim. Do not close the lid. | Step 2 | Apply 4 fl. Oz. of Lysol Toilet Bowl Cleaner to coat the bowl, including under the rim. Do not close the lid. |
| Step 3 | Using toilet brush, scrub entire bowl and under rim thoroughly. | Step 3 | To sanitize, let sit for 30 seconds.  To disinfect, let sit for 15 minutes. |
| Step 4 | Flush toilet. | Step 4 | Flush toilet. |
| Step 5 | Rinse brush in fresh water after use. | Step 5 | Rinse brush in fresh water after use. |
| Step 6 | Repeat if needed. | Step 6 | Repeat if needed. |

1. If the inside of the tank looks clean, simply spray the outside with Lysol Power Bathroom cleaner and wipe it down.
2. If the inside of the tank shows signs of rust or discoloration, empty the water from the tank. Turn off the water supply valve, which is located either behind the toilet on the wall or on the floor. Flush the toilet until the tank is drained.
3. For cleaning general dirt and grime, thoroughly spray the inside of the tank with a disinfectant. Allow the disinfectant to set for 15 minutes.
4. Use a scrub brush to clean the tank and use paper towels to wipe off the tank’s internal parts.
5. To remove stains in the tank, fill it with white vinegar up to the overflow valve. Leave the vinegar in the tank for 12 hours. Flush until the tank is empty again.
6. Turn on the water supply valve and allow the tank to refill.
7. Flush the toilet again to ensure everything is working.
8. Discard gloves in touchless garbage bin.
9. Perform hand hygiene for 20 seconds.

**Wooden dining table**

**Precautionary Measures**:

Always review the product label or safety data sheet to review the hazards, protective measures and safety precautions for handling, storing and transporting the cleaning/disinfecting product you are going to use. Always follow the manufacturer’s instructions and do not mix chemicals. If you are allergic to any of these products listed in this protocol, please let your Supervisor know.

**Products required**:

Disposable gloves, eye protection, a mask, dish detergent, water, microfiber cloth (to collect dust and not leave any lint behind) and if residue still doesn’t come off the table, mineral spirits.

**Frequency:**

Dining tables must be cleaned at least twice a day and tracked on the Cleaning Checklist.

1. To protect the skin, wear disposable gloves.
2. To protect the eyes, wear eye protection such as goggles or a face shield.
3. Ensure proper ventilation during and after application (e.g., open window, leave door to room open, turn on fan).
4. Lightly moisten a clean microfibre cloth with water and wipe it across the surface the table.
5. Use a toothbrush to clean in any cracks of the table. Dirt can fall into hairline cracks within the wood. Brush the bristles into the cracks in long sweeping strokes to try to eject the dust and dirt.
6. For tough grime, go back with the toothbrush a second time. Wet the bristles and add a drop of dish detergent, then scrub until the cracks are clean.
7. Dampen a microfiber cloth with a few drops of dish detergent and wipe the table down, focusing on areas that feel grimy. Do not allow any moisture to linger on the wood for long. Wet areas should be dried immediately with a clean, dry cloth. You can use a commercial wood cleaner in replace of dish soap.
8. If soap or commercial cleaners won’t remove all the residue on the table, try dampening a cloth with mineral spirits and scrubbing the touch stains. Mineral spirits are generally safe for use on wood, but try testing it on an inconspicuous area first.