



Recommended cleaning: Supplementary information

Summary

This document provides guidance on routine cleaning, and cleaning and disinfection for COVID-19 in a non-healthcare workplace.

It covers:

- 1.1 – Cleaning during the COVID-19 pandemic**
- 1.2 – Definitions**
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1.1 Cleaning during the COVID-19 pandemic

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts, workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is usually sufficient for routine cleaning.



Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces. You should prioritise cleaning and disinfecting surfaces that many people touch.

Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

1.2 Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing alcohol ($\geq 70\%$), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in): alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

- > Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.

Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace

Note: Disinfectants require sufficient contact time to be effective at killing viruses. If no time is specified, the disinfectant should be left for ten minutes before removing.

1.4 Checklist of standard precautions for cleaning

- ❑ Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- ❑ Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- ❑ Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- ❑ Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

1.5 Recommended cleaning by surface

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Soft plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Damp dust + Detergent



	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Hard plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean according to manufacturer's recommendations	Clean daily or after each usage	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Damp dust + Detergent



	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Concrete (polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Fabric	Clean as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean daily or after each usage	Vacuum (HEPA) Damp dust + Detergent If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent





	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
Paper	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible. If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page. Clean and disinfect plastic protective sheet at least daily.	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.

1.6 Recommended cleaning by item

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some items may not be relevant to all workplaces.

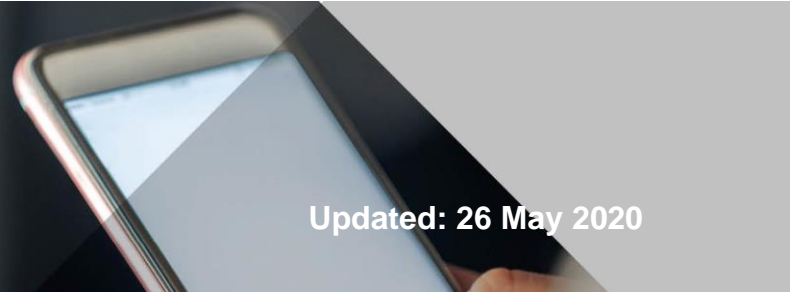
It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

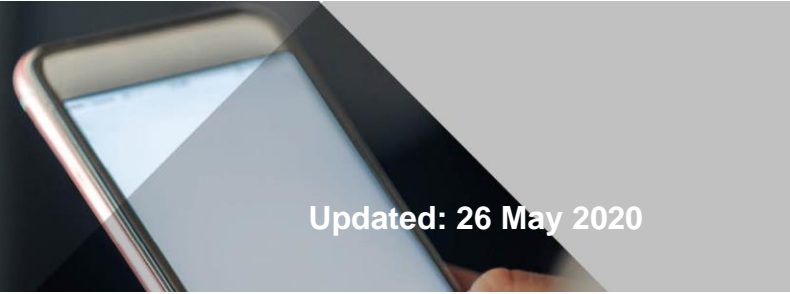


1.6.1 General

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Call bell / door bell	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Carpet (Soft floor)	Clean as soon as you become aware	Carpet shampoo + Steam clean	Clean at least daily	Vacuum with HEPA filter	Clean daily or after each usage	Vacuum with HEPA filter
			Clean annually	Carpet shampoo + Steam clean	Clean annually	Shampoo or steam clean
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect daily & wash yearly, e.g. access hatches and surrounds	Detergent + Disinfectant	Spot Clean daily or after each usage & wash every 3 years	Damp dust + Detergent
Chairs - non-upholstered e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Chairs - upholstered e.g. fabric padded chairs, sofas, office chairs	Clean as soon as you become aware	Detergent + Steam clean	Clean and disinfect at least daily or every shift change or on every frequent usage	Vacuum (HEPA) Damp dust + Detergent	Clean daily or after each usage	Vacuum (HEPA) Damp dust + Detergent

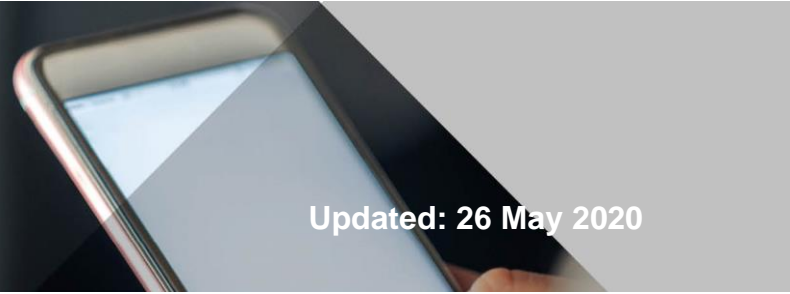


	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Cleaning Equipment	Clean and disinfect after use	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant	Clean after use	Detergent
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean and disinfect at least daily or when visibly soiled, and between users if equipment is shared	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean daily or after each usage or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds	Clean as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean daily or after each usage	Damp dust + Detergent	Clean monthly	Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Door knob / handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily	Detergent



	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Drinking Fountains	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily	Detergent
Elevator buttons	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Floor (non-slip vinyl)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Damp mop daily	Detergent
Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Monthly & defrost as required Daily spot check— clean when necessary	Refer to manufacturer's recommendations Detergent



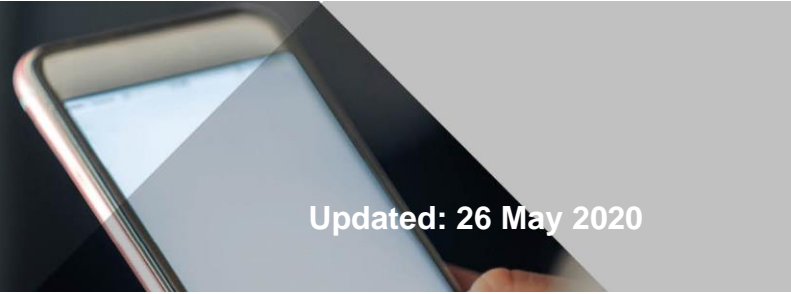


	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Hand rails, stair rails	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent

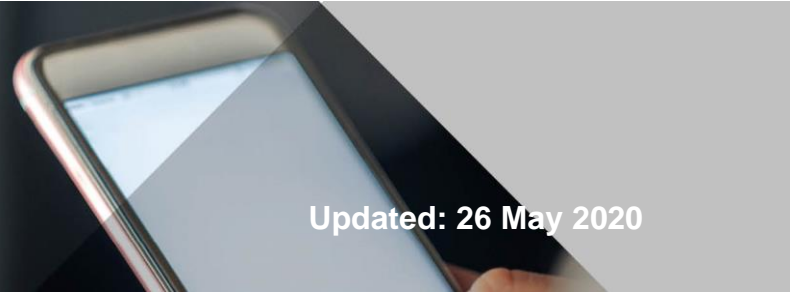




	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant Damp dust	Clean daily or after each usage	Damp dust + Detergent
Lights/lighting	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Refer to manufacturer's recommendations Detergent
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean and disinfect frequently touched points on microwave at least daily or every shift change or on every frequent usage	Detergent. Disinfectant on outside surfaces only.	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent + Disinfectant



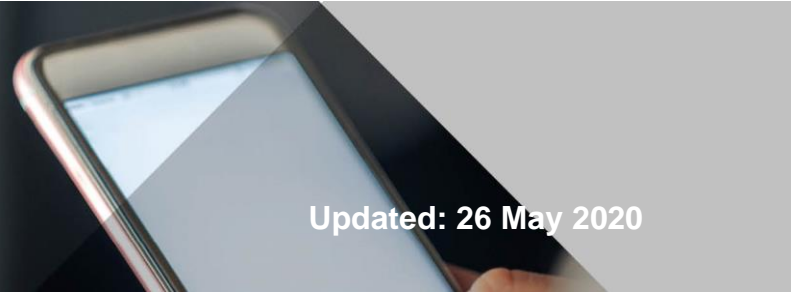
	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or after each use if shared facilities	Detergent + Disinfectant	Clean daily or after each usage	Detergent + Disinfectant
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent Disinfectant on areas around sink only, not in sink	Clean daily	Detergent



	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Tables / desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent + disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent + Disinfectant
Walls / Tiled Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect touched walls at least daily or every shift change & full clean yearly	Detergent + Disinfectant	Spot Clean daily or after each usage & full clean yearly	Damp dust + Detergent



Coronavirus COVID-19



Updated: 26 May 2020

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Door Handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant	Clean daily or after each usage	Detergent





1.6.2 Specialised electronic equipment

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Electrical equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean daily or after each usage	Refer to the manufacturer's recommendations
Electronic equipment (sensitive to electrostatic charge) E.g. iPads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean daily or after each usage	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment
Touch screens e.g. information screens in buildings	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable covers Isopropyl alcohol-based wipes/sprays	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Disinfectant on wipeable covers Isopropyl alcohol-based wipes/sprays	Clean daily or after each usage	Consider adding a wipeable cover to the device/screen. Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays





1.6.3 Retail

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
Cash registers	Clean and disinfect as soon as you become aware	Detergent + Isopropyl alcohol-based wipes/sprays	Clean and disinfect frequently touched surfaces cleaned at least daily or every shift change or on every frequent usage	Detergent + Isopropyl alcohol-based wipes/sprays	Clean daily or after each usage	Detergent + Isopropyl alcohol-based wipes/sprays
EFTPOS machines	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each use	Isopropyl alcohol-based wipes/sprays	Clean daily or after each usage	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each use	Isopropyl alcohol-based wipes/sprays	Clean daily or after each usage	Isopropyl alcohol-based wipes/sprays
Trolleys & Hand-held baskets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect after each use	Detergent + Disinfectant	Clean after each use	Detergent Isopropyl alcohol-based wipes