

If it is more than 7 days since the person who is sick was in the facility, additional cleaning and disinfection is not necessary. Continue your routine enhanced Covid-19 cleaning and disinfecting routine.

If the last time the sick person was in the facility is 7 days or fewer...

- After the person has left close off areas used by the person who is sick.
 - If they can close off affected areas, you do not need to close completely.
- If possible, open outside doors and windows to increase air circulation in the areas the person was in:
 - Offices, classrooms, common areas, bathrooms, etc.
 - Do NOT deactivate central HVAC system as it provides filtration and will introduce outdoor air into the areas that they serve.
 - Turn off any window mounted air conditioning units.
 - Portable HEPA Filtration Air Purifiers may continue to run.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - If the last time the person was in the facility is more than 24 hours, you do not have to wait.
- Follow the manufacturers’ direction when using cleaners and disinfectants, including the recommendations on Personal Protective Equipment.
- Make sure the disinfectant is approved by Health Canada for use against Covid-19 and that it is not past it’s expiry date. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- Clean and disinfect high touch surfaces at least twice daily. They should also be cleaned and disinfected when visibly soiled.
- Below are a few examples of high touch surfaces. The list is not all inclusive. our facility may have other high touch surfaces.

Examples of High Touch Surfaces	
General Areas	Bathrooms
• Frequently touched areas on the door and frame	• Stall door edges and locks
• Locker doors/cubby holes/storage bins	• Sanitary napkin dispensers
• Desks/tables/chairs/counter tops	• Soap dispensers
• Hand railings	• Paper towel dispensers
• Light switches	• Taps/faucets
• Water fountains (if being used)	• Flush handles (toilets and urinals)
• Telephones, faxes, photocopiers, intercoms	• Toilet seats

- In educational and child care facilities clean and disinfect all toys, play structures and other items used by the sick child or staff member.
- Clean and disinfect all shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
 - Remember to follow the manufacturer’s recommendations.
- If the sick person handled paper items, such as books, these should be placed in a clear plastic bag and sealed for 72 hours; after which, they can be returned to regular use.
- For soft porous surfaces such as a carpet or upholstered furniture:
 - Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Do not vacuum wet surfaces, unless you’re using a wet/dry vacuum.
 - Clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile’s label.
- Clean and disinfect low touch areas walls and floors as you normally would.
- Once area has been cleaned and disinfected, it can be opened for use.
- Equipment/cloths used should be cleaned and disinfected or laundered.

General precautions for the Cleaning Staff after an ill student has been in your facility

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff:

- Should not touch their face while cleaning and only after they can wash hands after cleaning;
- Wear uniforms (or designated work clothes) and disposable gloves when cleaning and handling trash;
- Cleaning staff should wear flat heeled and closed toe shoes, ideally with ones with slip resistant soles;
- Change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work;
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered;
- Laundering should be done as soon as possible on site or at home on the warmest water setting possible; and,
- Thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.

Staff who are responsible for cleaning and disinfecting should be trained to use disinfectants safely and effectively and to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.

Facility Cleaning & Disinfecting Checklist

AFTER A PERSON WITH COVID-19 HAS BEEN IN THE FACILITY

Personal Protective Equipment

Mark box with ✓ or ✗ or n/a

1. Hand Hygiene is available – Handwashing facilities or Health Canada approved hand sanitizer	
2. Disposable Gloves – must perform hygiene before putting on and taking off	
3. Disposable face mask – Before removing perform hand hygiene. Do not touch the front. Use the ties or ear loops to remove.	
4. Protective eyewear or Face shield (May be reusable or disposable) – Prescription glasses are not protective	
5. Plastic apron or full-length disposable gown. Coveralls may be used if trained in donning and doffing. – This is precautionary to protect clothing from the chemicals used.	

Cleaning equipment

6. Large supply of disposable cleaning cloths – Reusable cloths may be used if they can laundered on site.	
7. Mops & buckets – Reusable mop heads may be used if there is a process for laundering them. – Disposable mop heads should be discarded in general waste.	
8. HEPA Vacuum Cleaner	
9. Extension pole for high level cleaning	
10. Two Steps: Clean and Disinfect Step 1: Cleaner(s) used for the different surfaces in the facility Step 2: Bleach Solution or a disinfectant approved by Health Canada for use against Covid-19 – If using a bleach solution, it should be made up at the beginning of each day – If using a commercial disinfectant, make sure it has not expired. – Follow the directions for preparation – Strictly follow dilution requirements – Read the label for contact time	
OR	
11. Combined Cleaner and Disinfectant – Use a Health Canada approved 2-in-1 cleaner/disinfectant product – Follow the directions for preparation – Read the label for contact time	
12. Carpet and soft furnishing cleaner – For soft furnishings or carpet that cannot be washed in a washing machine or withstand bleach	
13. Large supply of plastic waste bags – Check with site manager where these will go.	

Area preparation

14. Define the area to be cleaned. <ul style="list-style-type: none">– They will include areas within the workplace used/visited by the COVID-19 positive case such as offices, bathrooms and common areas.	
15. Close off area to be cleaned <ul style="list-style-type: none">– Use signage to prevent accidental entry by others– If possible, open outside doors and windows to increase air circulation just prior to cleaning and disinfection.	
16. Remove clutter and discard disposable items/waste into general waste bags, seal and dispose	
17. Quarantine items that need to be kept but can't be disinfected. <ul style="list-style-type: none">– Place items in a clear plastic bag and store for 72 hours (e.g. paper documents).	
18. Items that require laundering (such as cloth toys) <ul style="list-style-type: none">– Do not shake laundry– washed in an on-site washing machine (if available) on the hottest water temperature setting possible.	
19. Remove plates, glasses and cutlery <ul style="list-style-type: none">– Place in an on-site dishwasher using its sanitizing option or wash in warm soapy water followed by rinsing and disinfection as per directions from an EPHO.	
20. Identify soft furnishings and carpets that need to be cleaned.	

Cleaning and Disinfection

21. Using detergent and water, clean the surfaces from cleanest to dirtiest (e.g. toilets are cleaned last) and high to low. <ul style="list-style-type: none">– Clean high touch surfaces– Walls and ceilings may not need to be cleaned unless there is evidence of gross contamination of respiratory secretions. Walls may only need to be cleaned to touch height and frequently touched areas.	
22. Using a bleach solution or a disinfectant approved by Health Canada for use with Covid-19, apply to surfaces to clean surfaces	
23. Allow for contact time for disinfection (One minute for bleach solution or the contact time listed on the label of the commercial product).	
24. Wipe off residual bleach solution or disinfectant.	
25. Vacuum carpets and other soft surfaces using a HEPA vacuum cleaner.	
26. Clean carpets and soft furnishings with a hot water carpet cleaner.	

After

27. Clean all re-usable cleaning equipment with disinfectant solution <ul style="list-style-type: none">– Wipe down mop handles, buckets and carpet cleaner	
28. Bag cleaning items that need to be laundered in a plastic bag and arrange to be laundered	
29. Remove all waste into general waste	
30. Site inspected by facility manager and approved for re-occupancy.	