











Safe Work Instruction – COVID-19

DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION

TASK	TERMINAL AND DECONTAMINATION CLEAN – WITH FUMIGATION	
SCOPE	This SWI describes the complete and enhanced process for cleaning and disinfecting in area after a suspected of confirmed exposure to COVID-19. This instruction is focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, businesses, community centres)	
EQUIPMENT REQUIRED	PPE	Cloths/Wipes and Brushes
	Plastic Bags	Cleaning Equipment
	Agar CounterFlu 5L	Spray Bottle
	Vacuum cleaner with HEPA Filter	Mop and bucket
	Steam Cleaner	Nanocyn and Fumigation Machine
SUPPORTING REFERENCES	Safe Work Australia - Information on COVID-19 and work health and safety: Preparing workplaces for COVID-19	
	Department of Health – Routine environmental cleaning and disinfection in the community	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection  <input type="checkbox"/>	Hearing Protection  <input type="checkbox"/>	High Visibility  <input type="checkbox"/>	Head Protection  <input type="checkbox"/>	Eye Protection  <input type="checkbox"/>	Hygiene Controls  <input checked="" type="checkbox"/>	Hand Protection  <input checked="" type="checkbox"/>	Protective Clothing  <input checked="" type="checkbox"/>	Disposable Mask  <input checked="" type="checkbox"/>	Sun Protection  <input type="checkbox"/>
OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> Always wear required PPE
General
<ul style="list-style-type: none"> Avoid people experiencing fevers, sweats, chills or other flu-like symptoms Avoid touching face, in particular mouth, nose and eyes All workers should be encouraged to practise frequent and thorough handwashing Where possible, stay at least 1.5 metres or more away from people unless wearing appropriate PPE Maintain good respiratory (cough) etiquette, i.e., cover mouth with elbow and do not cough onto people, objects or into open air

BEFORE YOU START TAKE 5 FOR SAFETY				
STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO the task and monitor hazards by keeping a look out for changes

STEP BY STEP GUIDE	
STEP 1	Identify and determine the required decontamination areas of the facility (ask the client size of area)
STEP 2	Wash hands thoroughly with soap and running water for 40-60 seconds
STEP 3	<p>Gather appropriate cleaning materials and equipment as follows. Equipment may include:</p> <ul style="list-style-type: none"> • Cloths • Brushes • Wipes • Mop, including clean mop heads • Clean mop bucket • Clean plastic bags <p>Before you begin, make sure your equipment is clean. For example — wipe down your mop handles, use clean mop heads and make sure your buckets do not have residual dirt.</p>
STEP 4	<p>Apply appropriate clothing and PPE in the following order:</p> <ul style="list-style-type: none"> • Disposable fluid resistant long-sleeved gown coveralls • Disposable Boot Covers • Disposable surgical mask or N95/P2 - Ensure it completely covers the nose and mouth • Eye protection (goggles)/ Face Shield • Disposable heavy-duty chemical gloves – 2 layers <p>• These PPE recommendations are those that protect the wearer from the coronavirus.</p> <p>Additional PPE, such as a chemical respirator, may be required for the use of the disinfecting chemicals, the most stringent combined set of PPE for the virus and chemical should then be worn</p> <ul style="list-style-type: none"> • Any breaches in PPE (e.g. tear in gloves) or any potential exposures should be reported immediately to your manager or supervisor.
STEP 5	<ul style="list-style-type: none"> • The preferred cleaning agent for this process is Agar CounterFlu • Follow manufacturer’s instructions for appropriate dilution and use. <ul style="list-style-type: none"> ○ Counterflu is designed to be diluted with water. ○ Dilutes to 1:5 for hospital-grade disinfection • Wear gloves and eye protection when handling. • Solutions should be made up as they are needed. Pre-diluted solutions lose potency over time and on exposure to sun-light and as such need to be made up fresh daily. • All preparation of cleaning agent should occur in the cleaner’s allocated area. <ul style="list-style-type: none"> ○ Preparation should only commence once all safety information and ratio’s is fully understood and all PPE is applied correctly ○ Fill the bottle to recommended level with water before adding the chemical ○ Place funnel in bottle and gently fill with require ratio of chemical ○ DO not over fill the spray bottle

	<ul style="list-style-type: none"> ○ Remove funnel from the neck of the spray bottle and secure the trigger to the bottle. Ensure it is screwed on tightly, then gently mix chemical by turning bottle upside down five times.
<p>STEP 6</p>	<ul style="list-style-type: none"> ● Where possible, seal off areas where the suspected/confirmed case has visited, before carrying out cleaning and disinfection of the contaminated environmental surfaces. ● Where possible open outside doors and windows to increase air circulation and ensure ventilation ● Remove crockery and cutlery. Place in an on-site dishwasher (if available) or wash in warm soapy water. ● If any bodily fluids are present, cordon off the area around and advise Facility Manager to organise a Bodily Fluid Clean up.
<p>STEP 7 (OPTIONAL)</p>	<p>CONDUCT FUMIGATION of affected rooms or areas:</p> <ul style="list-style-type: none"> ● <u>This is step is part of the ServiceFM preferred process</u> ● Set machine on "Max" setting ● Open blue adjustable tilt locking knob on left side ● Turn machine on using the "ON" Button ● Start dispensing Nanocyn by directing the machine towards the ceiling where the wall meets the ceiling. Slowly turn the machine along wall/ceiling junction to achieve an even coverage. ● Slow hand movements with slight twist and turns is all what is required no need to walk into every corner. Let the machine do the job. ● Continue to slowly move the machine up and down the walls in a slow "paining motion". ● Point the machine low to spray under tables, chairs if required. ● Once the room has been covered with the required amount of product turn the machine OFF. ● Lock the adjustable tilt knob. ● Unplug the machine and let the mist settle on all surfaces. ● Dry any areas by hand, which need to be used immediately, otherwise let the product air dry on all surfaces.
<p>STEP 8</p>	<p>A TERMINAL AND DECONTAMINATION clean will then be performed.</p> <ul style="list-style-type: none"> ● Clean all workstation surfaces on site that the person with confirmed COVID-19 or similar symptoms has had access to when they were sick, or in the 24 hours prior to them becoming symptomatic ● Cleaning workers should clean and disinfect all frequently touched areas (e.g. lift buttons, handrails, doorknobs, armrests, seat backs, keyboards, switches etc.) and toilet surfaces with chemical disinfectants and allow to air dry. <p>Clean surfaces with a cloth as follows:</p> <ul style="list-style-type: none"> ● Fold the cloth in half until it is about the size of a hand as this will ensure that all of the surface area can be used efficiently (fold them in half, then in half again, and this will give 8 sides) ● Use general strategies as follows: <ul style="list-style-type: none"> ○ Always Spray the chemical to the Wipe/Cloth. ○ Proceed from cleaner to dirtier areas to avoid spreading germs ○ Clean high to low / top to bottom. This is because contaminants will drip / fall downwards ○ Clean in a systematic manner to avoid missing areas, e.g., from left to right or clockwise. ○ Wipe the surface thoroughly to wet it, which will allow the disinfectant to work correctly ● When all the sides of the cloth have been used or when it is no longer saturated with solution, dispose of the cleaning cloth into the plastic bag ● Ensure surfaces remain wet for the period required to kill the virus (this is known as contact time) as specified by the manufacturer. If no time is specified, leave on the surface for 10 minutes.

	<ul style="list-style-type: none"> Wipe and dry any area (excluding Hard floors) that are still wet using disposable wipe and dispose of the wipe accordingly
<p>STEP 9</p>	<ul style="list-style-type: none"> IF REQUIRED Mop the floor using a clean mop head using a new batch of cleaning solution. Change the water if there is a large area of floor to be cleaned. <ul style="list-style-type: none"> When mopping place "Wet Floor" sign is placed at points of entry Plan to mop towards the direction that the area will be exited from Keep back straight with feet shoulder width apart and elbows close to body Mop in a figure 8 motion – do not press hard or overreach Cleaning solution should be made using the manufacturers guidelines IF REQUIRED Vacuum the carpeted Areas using a vacuum fitted with a HEPA Filter IF REQUIRED Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot be wiped clean or washed in a washing machine should be steam cleaned. Use hot water extraction* cleaning equipment that releases at a minimum of 70 degrees Celsius under pressure must be used to ensure appropriate disinfection. Allow to dry thoroughly before re-use.
<p>STEP 10 (OPTIONAL)</p>	<p>CONDUCT FUMIGATION of affected rooms or areas:</p> <ul style="list-style-type: none"> This is step is part of the ServiceFM preferred process. Set machine on "Max" setting Open blue adjustable tilt locking knob on left side Turn machine on using the "ON" Button Start dispensing Nanocyn by directing the machine towards the ceiling where the wall meets the ceiling. Slowly turn the machine along wall/ceiling junction to achieve an even coverage. Slow hand movements with slight twist and turns is all what is required no need to walk into every corner. Let the machine do the job. Continue to slowly move the machine up and down the walls in a slow "paining motion". Point the machine low to spray under tables, chairs if required. Once the room has been covered with the required amount of product turn the machine OFF. Lock the adjustable tilt knob. Unplug the machine and let the mist settle on all surfaces. Dry any areas by hand, which need to be used immediately, otherwise let the product air dry on all surfaces.
<p>STEP 11</p>	<ul style="list-style-type: none"> Following a confirmed COVID-19 case at a workplace or facility, any waste generated by deep cleaning or clean up processes should be disposed as clinical waste. Information on how to dispose of clinical waste can be found at the EPA website: Coronavirus (COVID-19): disposing clinical waste: https://www.epa.vic.gov.au/about-epa/publications/1901-1
<p>STEP 12</p>	<p>Remove and dispose of PPE in the following order:</p> <ul style="list-style-type: none"> Remove and dispose of first layer of gloves in a plastic bag Wash hands with soap and running water (40-60 seconds), or use alcohol-based hand rub (20-30 seconds) Remove and dispose of apron / coveralls and place them into the plastic bag Wash hands with soap and running water, or use alcohol-based hand rub Remove protective goggles / face shield by tilting the head forward and lifting the earpieces. Avoid touching the front surface of the eyewear/face shield. Reusable protective eyewear should be placed into a container and washed in detergent and water and allowed to completely air dry prior to reuse Wash hands with soap and running water, or use alcohol-based hand rub Remove and dispose of the surgical mask, ensuring that the front of the surgical mask is not touched. Remove the surgical mask by holding the elastic straps or ties. Place it in the plastic bag Remove the last layer of Gloves and dispose of it in the plastic bag Wash hands with soap and running water, or use alcohol-based hand rub

	<ul style="list-style-type: none"> The plastic bag (containing disposed-of PPE) needs to be double bagged and disposed in a bio waste bin at an ServiceFM or approved facility
STEP 13	Wash hands thoroughly with soap and running water for 40-60 seconds.

EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?