

## COVID-19 Response Team Operating Procedure

### Loss Potential: Moderate Hazard

#### 1.0 Policy

The following procedure shall be adopted by McMaster Facility Services with regards to cleaning and disinfecting.

#### 2.0 Purpose

This procedure describes the processes for Facility Services custodial staff when cleaning & disinfecting using our approved disinfectant cleaner.

#### Scope:

All Facility Services custodial staff are on the Clean Team Response team who clean & disinfect

#### 3.0 Responsibility

- 2.1 The Director, Custodial Services
- 2.2 The supervisors shall ensure all Facility Services custodial staff who clean & disinfect have been trained in accordance with this procedure and comply with its requirements.
- 2.3 All Facility Services custodial response staff who clean & disinfect spaces shall ensure that they comply with the requirements of the procedure.

#### General recommendations for employees:

#### 4.0 Hand Hygiene

1. [Wash your hands](#) often with soap and water for at least 20 seconds
2. If soap and water are not available, use an [alcohol-based hand](#) sanitizer
3. Avoid touching your eyes/ nose/mouth
4. Cough or sneeze into the bend of your arm or tissue and then immediately dispose of the tissue. Sanitize hands if using a tissue
5. Avoid touching surfaces people touch often
6. Instead of a handshake, give a friendly wave
7. Use any necessary personal protective equipment (PPE), as directed

#### 5.0 Social Distancing

- Keep distance of 2 metres between you, coworkers, and others
- During break periods, lounge spaces will have reduced seating.

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### 6.0 Personal Protective Equipment (PPE) Procedures

These procedures are intended for all custodial staff

Below are links to PPE training videos:

[How to Hand Rub with Hand Sanitizer](#)

[How to Hand Wash](#)

[How to Put on a Gown and Gloves](#)

[How to Remove a Gown and Gloves](#)

[How to Remove Goggles and Face Mask](#)

[How to Remove Gloves](#)

### 7.0 Steps for putting on Personal Protective Equipment (PPE)

PPE shall be worn immediately before entering the room /spaces where service will be provided.

1. [Wash](#) or [sanitize](#) hands - see instructions below and videos above.
2. Put on the mask
3. Put on the lab coat
4. Put on safety eyewear
5. Put on gloves. See [video](#) above.



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### 8.0 Cleaning and Disinfecting Spaces

#### Entranceways

- Sweep outside
- Electro-static dust mop floor
- Damp mop floors
- Clean Glass - finger prints
- Clean & Disinfect all push bars/door handles
- Clean & disinfect seating areas
- Clean & disinfect all table surfaces
- Clean & disinfect all waste receptables
- Vacuum entrance matting

#### Public Corridors

- Electro-static dust mop floor
- Auto-scrub/wet mop floors
- Clean & disinfect water fountains
- Removal all waste/recycling
- Clean & disinfect waste receptacle
- Clean and disinfect door all handles/light switches
- Clean & disinfect all dust flat surfaces
- Clean & Disinfect all seating area

#### Washrooms

- Remove waste and clean & disinfect waste bins
- Sweep & pickup garbage from floor
- Restock soap, paper towel and toilet paper
- Clean & disinfect mirrors, sinks and counter
- Clean & disinfect toilets & urinals
- Clean & disinfect partitions and doors
- Spot clean walls, doors, and accessible rails
- Mop of floor using disinfectant cleaner.

#### Labs (wet/dry)

- Waste removal, clean & disinfect waste/recycling bin
- Sweep & pickup garbage on the floor
- Clean & disinfect all door handles/lights switches
- Clean & disinfect counters, tables, chairs, and desk-tops
- Mop floor using disinfectant cleaner
- Clean & disinfect eye wash stations

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### Classrooms

- Remove waste, clean & disinfect waste bins
- Sweep & pickup waste from floor
- Damp wipe high surfaces
- Clean chalkboards whiteboards
- Vacuum carpet
- Damp mop floor with disinfectant cleaner
- Clean and disinfect counters, tablets, tables, chairs, chair arms
- Clean & disinfect all touchpoints, door handles

### Offices

- Remove waste, clean & disinfect waste bins
- Sweep & pickup garbage/ vacuum floors
- Clean & disinfect high touch point surfaces including door handles, light switches, phones, desks/tables, chairs, keyboards, computer mouse, cabinet pulls/knobs & flat surfaces
- Spot clean walls
- Damp mop floors with disinfectant cleaner

### Lounge/Breakrooms

- Remove waste, clean & disinfect waste bins
- Clean & disinfect all furniture
- Clean & disinfect sinks/counter tops
- Clean & disinfect handles of refrigerators/microwave
- Clean & disinfect all touch points including door handles/light switches, flat surfaces
- Spot clean walls
- Sweep & pickup garbage/vacuum floor
- Damp mop floor with disinfectant cleaner

### Elevators

- Clean and disinfect touchpad/handrails/walls (in/out)
- Damp mop floor with disinfectant cleaner
- Vacuum elevator tracks

### Stairwell

- Clean & disinfect all handrails
- Clean & disinfect all door handles/touchpoints
- Damp mop floor with disinfectant cleaner

Clorox Total 360 will be used in all areas when heavy soil has been cleaned (See SOP)

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**9.0 Steps for the removal of Personal Protective Equipment (PPE)**

The process of removal of PPE is critical to preventing personal contamination. It must be done carefully and slowly to avoid touching skin/personal clothing with the exterior surface of any PPE. Take time to follow the below steps sequentially. Practice before doing the job until you are confident that you can follow all the steps correctly. Watching the video links provided above is very helpful in understanding and remembering the procedure.

1. [Remove gloves](#)- see instructions below, or [video link](#) above.
2. Remove lab coat and place in clear bag for laundering
3. [Wash](#) or [sanitize](#) your hands- see instructions below.
4. Remove eye protection and clean
5. Remove disposable mask and replace
6. Wash or sanitize your hands
7. Disinfect all tools and equipment
8. Perform hand hygiene.



**How to handwash**

Lather hands for 15 seconds

1. Wet hands with warm water.
2. Apply soap.
3. Lather soap and rub hands palm to palm.
4. Rub in between and around fingers.

Lather hands for 15 seconds

5. Rub back of each hand with palm of other hand.
6. Rub fingertips of each hand in opposite palm.
7. Rub each thumb clasped in opposite hand.
8. Rinse thoroughly under running water.

9. Pat hands dry with paper towel.
10. Turn off water using paper towel.
11. Your hands are now safe.

JUST CLEAN YOUR HANDS

For more information, please contact [handhygiene@oahpp.ca](mailto:handhygiene@oahpp.ca) or visit [publichealthontario.ca/JCYH](http://publichealthontario.ca/JCYH)

 Ontario

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## COVID-19 Response Team Operating Procedure

Hi

# How to handrub

Rub hands for 15 seconds

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1 Apply 1 to 2 pumps of product to palms of dry hands.
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2 Rub hands together, palm to palm.
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3 Rub in between and around fingers.
- 

4 Rub back of each hand with palm of other hand.

Rub hands for 15 seconds

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5 Rub fingertips of each hand in opposite palm.
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6 Rub each thumb clasped in opposite hand.
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7 Rub hands until product is dry. Do not use paper towels.
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8 Once dry, your hands are safe.

  
**JUST CLEAN YOUR HANDS**

For more information, please contact [handhygiene@oahpp.ca](mailto:handhygiene@oahpp.ca) or visit [publichealthontario.ca/JCYH](http://publichealthontario.ca/JCYH)

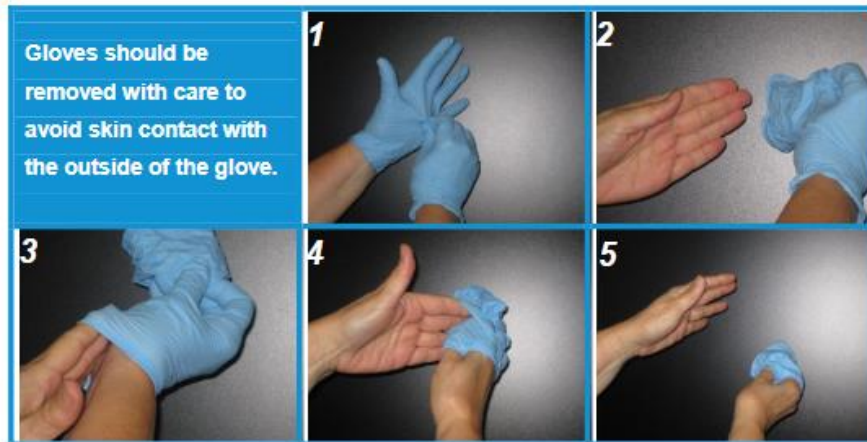
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### Glove Removal

#### Steps to Take Off Gloves



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Disposable gloves should be removed as follows:

- 1** Remove gloves using a glove-to-glove/skin-to-skin technique. First, grasp the outside of one glove at the palm.
- 2** Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
- 3** Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
- 4** Gently pull outwards and down toward the fingers, removing the glove inside out.
- 5** Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.

