

# SOP: 22 Cleaning and Disinfection against covid19



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<i>This Standard Operation Procedure (SOP) constitutes Servco's approved methodology for cleaning and disinfection. It is designed in line with WHO,DHA,DM and UAE national disinfection guidelines against Covid19</i>			
<b>Servco Cleaning Colour Coding System</b>			
<b>Blue for General Areas</b>	<b>Green for Food Areas</b>	<b>Red for Sanitary Areas</b>	<b>Yellow for Healthcare areas</b>
<b>What are the hazards?</b>	Slip, trips and falls, Sharps, Manual handling, Hazardous Substances, Environment, working at height, infections		
<b>Aim?</b>	To clean and disinfect surfaces and reduce the possibility of cross-contamination between facility occupants and employees.		
<b>Standard Method of Work</b>			

## Equipment Required:

1. Caution sign board
2. HK Trolley
3. Disinfectant
4. Abrasive pad
5. Bucket
6. bio-hazard Bags
7. Mops
8. DM approved Disinfectant

## PPE Required:

1. Surgical Gloves
2. Face Mask-N95
3. Safety Shoes
4. Coveralls
5. Shoe covers
6. Goggles
7. Hairnet

## 1. Procedure:

1. Put on your PPE, glove, N95 mask, safety glass as required.
2. Mask should be put before any other PPE.
3. All of the equipment that is provided will be checked and cleaned before using so that they are safe to use
4. Prepare a disinfectant solution 1 sachet in 8litres of water
5. Prepare the site following the H&S procedure described below.
6. All touchable surfaces must be disinfected and sanitised
7. Report any needles (sharps) found other than in designated containers
8. Be aware of recycling policy and colour coding ; remove cardboard, cartons, glass, tins and other items to the correct collection container and make ready for collection
9. Re-assemble items before cleaning starts so that they are not contaminated with dirty gloves
10. You will require a Three-bucket system(for disinfection)
  - a. one bucket contains the detergent or cleaning solution
  - b. one contains rinse water and
  - c. one the disinfectant or disinfectant solution

## Cleaning areas for confirmed case(s) of germs in non-healthcare commercial premises

1. Where possible, seal off areas where the confirmed case has visited, before carrying out cleaning and disinfection of the contaminated environmental surfaces. This is to prevent unsuspecting persons from being exposed to those surfaces.
2. Wear coverall, gloves and face mask as well as shoe covers before approaching the area (Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn).
3. All other disposable PPE should be removed and discarded, after cleaning activities are completed. Goggles, if used, should be disinfected after each use, according to manufacturer's instructions. Hands should be washed with soap and water immediately after the PPE is removed.
4. Keep windows open for ventilation, where workers are using disinfectants.
5. Immerse the mop or floor cloth in the bucket with environmental cleaning solution and wring out.
6. Mop with a figure eight, overlapping stroke, turning the mop head regularly (e.g. every 5-6 strokes).
7. After cleaning a small area (e.g., 3m x3m), immerse the mop or floor cloth in the bucket with rinse water and wring out.
8. Repeat process from step 5.
9. Mop floor with disinfectant or the prepared bleach solution and mop with overlapping passes
10. Wipe all frequently touched areas (e.g. lift buttons, hand rails, doorknobs, arm rests, seat backs, tables, air/ light controls, keyboards, switches, etc.) and toilet surfaces with chemical disinfectants (use according to manufacturer's instructions) and allow to air dry.
11. Bleach solution (dilute 1 part bleach in 49 parts water, 1000 ppm or according to manufacturer's instructions) can be used.
12. Alcohol (e.g. isopropyl 70% or ethyl alcohol 70%) can be used for surfaces, where the use of bleach is not suitable.
13. Clean toilets, including the toilet bowl and accessible surfaces in the toilet with disinfectant or bleach solution.
14. Wipe down all accessible surfaces of walls as well as blinds with disinfectant or bleach solution.
15. Remove curtains/ fabrics/ quilts for washing, preferably using the hot water cycle. For hot-water laundry cycles, wash with detergent or disinfectant in water at 70°C for at least 25 minutes.
16. Add a disinfectant into appropriate trigger bottle or bucket (dilute the chemical as per manufacturers label instructions).
17. Dis infect/clean rooms from clean places to dirty places in one step wiping. Do not go over disinfected surfaces to ensure that
18. Deep cloth into a disinfectant, damp wipe the walls, door frames, bins and surrounding areas. If necessary, use an abrasive pad to remove adhesive dirt.
19. Always wipe in one step using straight passes and do not overrun the cloth onto disinfected surfaces. Overlapping should be maintained to ensure even distribution of disinfectant
20. Change gloves always between tasks
21. Use step ladder when damp wiping high surfaces if required and safe to do so
22. Ensure that electric power sockets are disinfected with a less moist cloth
23. Place one bin under the chute before re-opening it, if applicable
24. Report any damaged or leaking bins
25. Ensure the trash bins are cleaned and dried properly
26. If a bucket is used, do not 'double-dip' cloth(s)
27. Do not shake out cloth(s)
28. Change the cleaning cloth when it is no longer saturated with disinfectant and after cleaning heavily soiled areas
29. Start by cleaning doors, door handles, push plate and touched areas of frame
30. Check walls for visible soiling and clean if required
31. Clean light switches and thermostats
32. Clean wall mounted items such as alcohol-based hand rub dispenser and glove box holder
33. Clean all furnishings and horizontal surfaces in the room including chairs, window sill, television, telephone, computer keypads, tables or desks. Lift items to clean the tables. Pay particular attention to high-touch surfaces
34. Always start to disinfect from far end towards the exit
35. During terminal cleaning, clean low touch surfaces before high-touch surfaces.

- 36. Clean Office areas prior to toilets- cleaning crew should be designated for each area to avoid bacteria cross contamination
- 37. Use registered waste contractor to dispose hazardous waste accumulated after cleaning

**2. Health & Safety Control Measures:**

- Ensure the workforce are trained and competent to task and aware of safety measures,
- Workers must be aware about the risk involved in the task. Risk assessment and SOP must be regularly communicated to the team by supervisor
- MSDS and COSHH cards are readily available at site and communicated to the staffs as TBT
- Adequate supervision to be available for the task until accomplished
- Never double-dip cleaning cloths into portable containers (e.g., bottles, small buckets) used for storing environmental cleaning products (or solutions).
- Never shake mop heads and cleaning cloths—it disperses dust or droplets that could contain microorganisms.
- Never leave soiled mop heads and cleaning cloths soaking in buckets.
- Change mop heads/floor cloths and buckets of cleaning and disinfectant solutions as often as needed (e.g., when visibly soiled, after every 1-2 hours) and at the end of each cleaning session.
- Pay attention to the disinfection of frequently touched areas such as sinks toilet bowls and seat covers.
- Avoid using a spray pack to apply disinfectant on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.

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