

Infectious Cleaning Guidelines

These guidelines have been developed to assist parishes and cleaning contractors manage the risk of transmission of coronavirus (COVID-19) upon a confirmed outbreak.

This document should be read in conjunction with the guidance on routine environmental cleaning and disinfection in the community, available at <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community> together with the Updated General Guidelines provided by the Catholic Archdiocese of Melbourne in response to the latest directives announced by Government.

It is important that the checklist for assessing suitability of cleaning contractors be completed. A checklist for assessing the suitability is included in Appendix A.

The cleaning contractor should:

- Prior to undertaking works:
 - Confirm their capacity to undertake the cleaning as described and provide a quote for the infectious cleaning;
 - Provide the parish with formalised methodologies for the cleaning and disinfecting of the affected areas, as well as, any supporting documentation, such as Safety Data Sheets for cleaning products used.
- Utilise cleaning and disinfectant methods in accordance with the Department of Health Guideline – “*Environmental cleaning and disinfection principles for COVID-19*”

Should the cleaning contractor **not** be able to provide infectious cleaning services, the Parish can obtain assistance by making contact with CAM Property & Infrastructure to source details of an alternative cleaning service provider.

Role	Responsibilities
Parish Priest`	Implementing this procedure Communicating any changes to COVID19 procedures to parishioners, visitors and contractors.
Cleaning contractor	Providing Parishes with formalised methodologies for the cleaning and disinfecting of affected areas and any supporting documentation. Undertaking cleaning in accordance with the Department of Health and Human Services (DHHS) guidelines.

In the event of an outbreak

As you are aware, the situation regarding COVID-19 continues to evolve. Upon an outbreak of COVID-19 at a parish, the parish will:

1. Activate its emergency management plan (as appropriate) and isolate the infected person(s);

Infectious Cleaning Guidelines: June 2020

2. Contact the Department of Health and Human Services (DHHS) to receive additional instruction; and
3. Complete a parish incident report form.

Infectious cleaning should, where possible, begin within 24 hours after the school has been closed/isolated. This is to minimise the potential for exposure to respiratory droplets.

Once an infectious clean has been completed, the cleaning service provider will need to inform the parish in writing.

Infectious clean

An infectious clean (or deep clean) should involve cleaning with detergent of all high-touch surfaces, furniture, equipment and items below 2 metres that have come in contact with an ill person/s, followed by wiping with a disinfectant. The scope of works, use of personal protective equipment and cleaning material are explained below.

Personal protective equipment

In outbreak settings, appropriate personal protective equipment (PPE) must be used if possible, in each setting of potential transmission, to minimise infection risk. Hand hygiene should be carried out at all times, particularly after removing PPE to minimise the spread of the virus.

Cleaning service providers will need to train their cleaners on appropriate donning and doffing procedures.

Cleaning staff should be advised to refrain from touching their face, mouth, nose and eyes when cleaning.

In line with the World Health Organisation (WHO) recommendations, cleaners cleaning isolation areas should wear a mask, gown, heavy-duty gloves, and boots or closed work shoes.

Masks

A surgical mask should be worn to minimise the risk of droplet transmission and to prevent staff from touching their face with contaminated hands.

Some general guidelines:

- use alcohol-based hand sanitiser prior to and after using masks
- make sure masks cover nose and mouth at all times
- throw out disposable surgical masks after use
- wash your hands immediately after removing a surgical mask.

Gowns

Ideally, single-use gowns or aprons should be used, although reusable plastic ones can be washed with detergent and water between uses.

Infectious Cleaning Guidelines: June 2020

Gloves

Impermeable disposable gloves must be used when cleaning and disinfecting surfaces. If reusable gloves are to be used, they should remain dedicated to cleaning and disinfecting surfaces for COVID-19 and not used for any other purposes.

Further advice on the use of gloves:

- use alcohol-based hand sanitiser prior to and after using gloves;
- use clean, non-sterile gloves upon entry into the isolation area;
- change gloves if they become torn or heavily contaminated; and
- remove and discard gloves when leaving the isolation area and immediately perform hand hygiene.

Closed work shoes

Cleaners should wear boots or closed work shoes to prevent accidents or contact with chemicals.

Protective eyewear

Protective eyewear should be used to prevent the splashing of chemical solutions and minimise the risk of touching eyes with contaminated hands.

Hand hygiene

The use of PPE does not replace the need for appropriate hand hygiene, which should be performed frequently. Hands should be cleaned immediately after removing gloves. Effective handwashing should occur for about 40–60 seconds and follow the World Health Organisation (WHO) steps to the right.



Cleaning products

Disinfectants

In the first instance, Therapeutic Goods Administration (TGA) listed hospital-grade disinfectant with antiviral activity is highly recommended. As an alternative, bleach solutions or chlorine-based products such as sodium hypochlorite can also be used if appropriate.

TGA-listed hospital-grade disinfectants can be found via: www.tga.gov.au/disinfectants-sterilants-and-sanitary-products.

The two recommended methods of cleaning are:

1. Physical clean with detergent, followed by disinfection using a TGA-listed hospital-grade disinfectant with antiviral activity or a chlorine-based product such as sodium hypochlorite.
2. Physical clean using a combined detergent and TGA-listed hospital-grade disinfectant or a chlorine-based product such as sodium hypochlorite.

Bleach solutions

Bleach solutions should be made up daily and used on hard, non-porous surfaces.

In order for bleach to be effective at a concentration of 1,000 ppm (0.1%), it needs:

- sufficient time to kill the virus – at least 10 minutes' contact time;
- environmental surfaces to be free of vomit, faeces or any other organic matter; and
- dilution of bleach to be made up fresh, just before using.

Gloves should be worn when handling and preparing bleach solutions.

Cleaning with bleach should be preceded where possible with a neutral detergent clean. Neutral pH detergents are best for environmental cleaning because they are less likely than acid or alkali detergents to damage metals such as stainless steel or to cause skin irritation.

During the infectious cleaning process, it is important for the cleaner to use PPE (gown, gloves, protective eyewear and a surgical mask) to prevent the spread of infection. It is also recommended that protective eyewear be worn to protect from splashing.

Table 1 - Recipes to achieve a 1,000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10 L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1,000 ml
2	20,000	1	19	500 ml
3	30,000	1	29	333 ml
4	40,000	1	39	250 ml
5	50,000	1	49	200 ml

Porous surfaces (carpets)

Service providers need to ensure that cleaning staff are equipped with appropriate products containing antiviral activity suitable for porous surfaces.

For porous surfaces such as carpets, rugs and drapes, visible contamination should be removed if present. Carpets and rugs should be vacuumed thoroughly, followed by an appropriate disinfectant as per the manufacturer's instructions.

Scope of works

As a baseline, all surfaces, furniture and equipment below 2 metres are to be disinfected. Variations and additional areas are to be determined by the parish.

Surfaces, furniture and equipment	Cleaning methodology
Chairs including pews and presider's chair (all surfaces including seats, legs)	Detergent and disinfectant
Computers/keyboards (all surfaces including screens / monitors)	Detergent and disinfectant
Cupboards (all surfaces including handles)	Detergent and disinfectant
Doors (all surfaces including handles, frames and glass panels)	Detergent and disinfectant
Electrical fixtures and appliances (i.e. copiers, printers etc.) (all surfaces)	Detergent and disinfectant
First aid kits (all surfaces including equipment)	Detergent and disinfectant
Fonts, sinks and vessels (all surfaces)	Detergent and disinfectant
Handrails (all surfaces)	Detergent and disinfectant
Internal windows (all surfaces including glass, handles, blinds/curtains, frames)	Detergent and disinfectant
Kitchenettes (all surfaces)	Detergent and disinfectant
Microphones and stands, music stands, instruments, ambo	Detergent and disinfectant
Sinks/basins (all surfaces including faucets, countertops)	Detergent and disinfectant
Stationery (all surfaces including stationery holders, staplers etc.)	Detergent and disinfectant
Stations of the Cross (all surfaces)	Detergent and disinfectant
Tables (all surfaces including legs and including altar)	Detergent and disinfectant
Telephones (all surfaces including dial pads, displays, handsets)	Detergent and disinfectant

Toilets and bathroom fixtures (all surfaces including urinals, toilet seats, soap dispensers, hand towel dispensers, hand dryers, showers, toilet roll holders, mirrors)	Detergent and disinfectant
Waste bins (all surfaces including internal and external bins)	Remove waste and replace liners. Detergent followed by disinfectant
Walls (including all high touch areas)	Detergent and disinfectant

Specific spaces	Cleaning methodology
Assembly (all surfaces including chairs or pews and their seats and legs)	Detergent and disinfectant
Confessional (all surfaces including any screening panels)	Detergent and disinfectant
Narthex (all surfaces, furniture and equipment)	Detergent and disinfectant
Sacristy (all surfaces including any vases and stands)	Detergent and disinfectant
Sanctuary (all surfaces including any vessels, candles)	Detergent and disinfectant
Store Rooms (all surfaces including seasonal decorations)	Detergent and disinfectant

Appendix A

Assessment of Cleaning Contractor Suitability Checklist- COVID-19

Contractor Details:			
Name:		Date:	
Company:		Parish:	

COVID-19 Screening Questionnaire:			
Question	Yes	No	Comments
<p>Do you know the symptoms of COVID-19 and know that workers are not to attend the parish if feeling sick?</p> <p>Symptoms include:</p> <p>Fever, cough or sore throat</p> <p>Fatigue</p> <p>Shortness of breath of any age and have a compromised immune system</p> <p>Aboriginal and Torres Strait Islander and are aged over 50 with chronic medical conditions</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Do any of the following apply to you?</p> <p>Aged 70 years and over</p> <p>Aged 65 years and over and have chronic medical conditions</p> <p>Of any age and have a compromised immune system</p> <p>Aboriginal and Torres Strait Islander and are aged over 50 with chronic medical conditions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Have you downloaded and activated the COVID Safe App?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Do you understand the difference between Extended routine Cleaning and Infectious Cleaning?</p>			
<p>Have you prepared a documented safe system of work (SWMS or similar) for</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Extended routine Cleaning and Infectious Cleaning?			
Do you possess the cleaning agents detailed in this procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Safety Data Sheets (SDS) been obtained for all chemicals planned for use?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you issued workers with the appropriate PPE (e.g. gloves, safety glasses, disposable masks, coveralls)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have workers received training in the use of PPE?			
Have workers received training in the handling of chemicals to undertake work safely and effectively?	<input type="checkbox"/>	<input type="checkbox"/>	
Have workers received a site induction and understand the parish facilities to be cleaned.			
Have waste disposal procedures been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you obtained from the cleaners copies of the following compliance items;			
1. Working With Children Certificates.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Professional Indemnity Insurance.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Public Liability Insurance.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Safety Standards & Safety Policy.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you need assistance with any of the above?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please provide details:			
Sign Off:			
By signing this form I acknowledge that I understand the information that has been communicated to me. I will act and work in a safe manner, considering at all times my own safety and the safety of others.			
Contractor Signature:		Date:	
Parish Priest Signature:		Date:	