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| **19.3.22 COVID-19 Work Safely Protocol - Employer Checklist No.5 -** **Cleaning and Disinfection****UCC FA/School/Dept/ Research Centre or Institute Rev #2 July 2021** |
| These checklists have been prepared by the H.S.A to help employers and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your workplace. Note: If disinfection is required, it must be carried out in addition to cleaning, and never as a substitute for cleaning. Detailed information on cleaning and disinfection can be found at ecdc.europa.eu.Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie) Text marked = new/reworded in line with H.S.A. changes in 2021 (i.e. altered since v1 May 2020) |
| No. | Topic | Yes/No | Action Required |
| 1. | Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice? |  |  |
| 2. | Have you a system in place of thorough and regular cleaning of frequently touched surfaces including contact points for employees, and customers?  |  |  |
| 3. | If disinfection of contaminated surfaces is required, has it been done following cleaning? |  |  |
| 4. | Have the following frequently touched surfaces been included in your cleaning plan: for example* table tops and desks
* work equipment
* door handles, hand rails
* light switches
* toilets and toilet doors, taps
* remote controls
* vending machines
* kettles, coffee machines, toasters, microwave, fridge handles
* kitchen surfaces and cupboard handles?
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| 5. | Is cleaning carried out twice per day and whenever facilities or frequently touched surfaces are visibly dirty? |  |  |
| 6. | Are washroom facilities, locker rooms, and communal spaces (e.g. lockers), being cleaned at least twice a day and whenever visibly dirty? Are communal areas cleaned between shifts and where there may be occupancy by different teams/pods? |  |  |
| 7. | Have Schools/Departments provided employees with essential cleaning materials to keep their own workspace clean for example wipes/disinfection products, paper towels and waste bins/bags? Where hot desks are used by identified workers, are cleaning materials in place for these workers to clean the area before and after use |  |  |
| 8. | Have Schools/Departments told employees what they need to do to keep their own workspace clean?  |  |  |
| 9. | Employees are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have Schools/Departmetns told employees to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed? |  |  |
| 10. | Have no-touch bins been provided, where practical? |  |  |
| 11. | Are there sufficient waste collection points in the workplace, and are these emptied regularly throughout and at the end of each day? |  |  |
| 12. | Have you sufficient cleaning materials available to allow for increased cleaning?  |  |  |
| 13. | Have cleaning staff been trained in the new cleaning arrangements? |  |  |
| 14. | Have staff been instructed to read and follow instructions on the product label/ Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners? |  |  |
| 15. | If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves? |  |  |
| 16. | Is there a system in place for the disposal of waste (general and COVID-contaminated waste)? Are the measures outlined in section D10, page 20-21 of the national Work Safely Protocol adhered to in relation to cleaning?Any waste such as cleaning waste, tissues etc. from a person who becomes symptomatic for Covid-19 while at work, should be disposed of in a disposable refuse bag. When the waste bag is three quarters full, it should be tied securely and placed into a second refuse bag and tied again. The bag should then be left in a safe location for three days (72 hours) before putting out for collection. |  |  |
| 17. | Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use? |  |  |
| 18. | Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use? |  |  |
| 19. | Is there an enhanced cleaning regime in place where it is not possible for teams/pods to have their own communal facilities (washrooms, kitchens, and communal rooms)? |  |  |
| 20. | Where relevant, are workers provided with hand sanitisers and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift |  |  |
|  | **Additional Information** |  |  |
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**Name………………………………………………Signature………………………………………Date……………........**

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