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<insert employer name> – Policy <insert number>

Workstation and Work Area Disinfecting Policy

Policy Number:		References and Related Documents
Section:	Human Resources	Chlorine Safety Data Sheet
Sub-Section:	Occupational Health & Safety	Accelerated Hydrogen Peroxide Safety Data Sheet
Interpreter:	Human Resources	OHS Regulation Part 5: Chemical Agents and Biological Agents
Authority:	Executive Director	(community name) Novel Coronavirus Disease (COVID-19) Pandemic Response Plan
Effective Date:		
Review by Date:	Biennially	
Replaces:		
Last Modified:		

1.0 Policy Spirit and Intent

- 1.1 <insert employer name> (“the Employer”) supports and promotes a workplace culture that respects the health and safety of all employees and the public.
- 1.2 <insert employer name> understands that situations may arise where workers may be required to clean and disinfect their immediate workstations and work areas. This policy sets out the Employer’s expectations in regard cleaning and disinfecting employee workstations and immediate work areas, such as personal office spaces and vehicles. This policy outlines the actions and steps that the employee will follow with respect to cleaning and disinfecting.
- 1.3 This policy applies to all employees and management of <insert employer name> and should be read in conjunction with other occupational health and safety polices, and applicable Safety Data Sheets.
- 1.4 This document serves as our Workstation and Work Area Disinfecting Policy.

3.0 Policy Statement

- 3.1 Every employee shall practice regular cleaning and disinfecting of their individual workstations and work areas.
- 3.2 When working on-site in controlled numbers during an emergency office closure due to infectious disease warning/advisory or pandemic, whereby the building is in lockdown, workers may be required to clean assigned public/common areas within the building, after each use (i.e.: photocopy machine).
- 3.3 When the Provincial Chief Medical Health Officer advises of instances of epidemics in the local area, or pandemics, and also during influenza (flu) season or other viral outbreaks, every employee shall practice daily cleaning and disinfecting of their individual workstations and work areas, as such:

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- a) Workstations and work areas, including work areas with public access, will be provided with disinfecting materials for use by employees;
- b) Employees will ensure that their own workstations, including equipment, vehicles, and surfaces are cleaned and disinfected using an appropriate disinfecting agent on a daily basis;
- c) Custodial workers will ensure that common high-touch areas in all areas of the Employer's buildings such as door handles, washrooms, and light switches are disinfected using an appropriate disinfecting agent on a daily basis.

3.4 Every employee shall follow the chemical manufacturer recommendations as outlined in the Safety Data Sheets (SDS) and shall wear proper personal protective equipment (PPE) required for handling and contacting the products selected and required for cleaning and disinfecting use.

3.5 Every employee shall avoid touching exposed skin with gloves or clothes that may have been contaminated with cleaning chemicals.

3.6 This policy is applicable to employees who work in office spaces located on-site at <insert employer name>, as well as those employees who work remotely (teleworkers).

4.0 Cleaning and Disinfecting

4.1 A hazardous substance, such as chlorine cleaning agents, must be stored in a designated area, in a manner which ensures that it will not readily fall, become dislodged, suffer damage, or be exposed to conditions of extreme temperature, and must be kept out of reach of children.

4.2 Safety Data Sheets can be found in the areas where cleaners are stored or by contacting Capital Works, or your supervisor. Safety Data Sheets must be reviewed when working with hazardous substances like chlorine and accelerated hydrogen peroxide.

4.3 Cleaning surfaces with soap and water must be completed prior to disinfecting surfaces.

4.4 A chlorine (bleach) and water solution is a disinfectant and should be mixed daily to preserve its strength.

4.5 The following list of disinfecting agents and their working concentrations are known to be effective against influenza and coronaviruses:

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Agent and Concentration	Uses
Chlorine: Household bleach – sodium hypochlorite (5.25%) 1:100 (500 ppm solution) 10 ml bleach to 990 ml water	Used for disinfecting general surfaces (i.e. hand railings, grab handles, door knobs, desks, chairs, and hard surfaces).
Chlorine: Household bleach - sodium hypochlorite (5.25%) 1:50 (1,000ppm solution) 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with body fluids such as sneeze droplets, vomit, mucus, and waste like feces (after cleaning with soap and water first). For use during outbreaks of respiratory diseases. Allow surface to air dry.
Chlorine: Household bleach - sodium hypochlorite (5.25%) 1:9.065 (5,000ppm solution) 62 ml bleach to 562 ml water	Used for disinfecting surfaces contaminated cleaning up a blood or body fluid spill on semi-critical medical and personal devices, or when directed by public health.
Accelerated Hydrogen Peroxide 0.5%	Used for disinfecting general surfaces (i.e. counters, hand rails, door knobs).
Quaternary Ammonium Compounds (QUATs)	Used for disinfecting of general surfaces (i.e. floors, walls, furnishings).

4.6 To break down oils, fats, and grime, clean surface areas with soap and water first, use damp cloth for computer equipment. Next, use a disposable disinfectant cloth, such a Lysol wipes, or disinfectant solution (bleach and water) applied to a disposable cloth, to wipe down hard surfaces. Ensure the surface remains wet with chemical solution as directed in instructions on label. Surfaces include:

- Keyboard
- Mouse
- Phone
- Desk
- Armrests on chair
- Cabinet doors/drawers
- Door knobs
- Light switches
- Photocopy machine
- Other hard surface high-contact touch points and contact surfaces in the work area; and,
- Washroom toilet seats, door knobs, and faucet handles.

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- 4.7 Carefully dispose of the cloth in a trash bin immediately after use. Ensure safe storage of cleaning agents.
- 4.8 Do not use disinfectant cloths on computer screens; instead use a damp (not wet) microfiber soft cloth.
- 4.9 To safely sanitize touch screens and specialty electronics follow manufacturer recommendations and only used recommended cleaners such as alcohol wipes/prep pads.
- 4.10 After cleaning and disinfecting your workstation and work area, wash your hands with soap and water for 20 seconds.

This Policy will be reviewed biennially and may be updated from time to time as needed.

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