



EXECUTIVE PROPERTY SERVICES

COVID-19: CLEANING, SANITISING AND FOGGING OF OFFICES GUIDELINES

Background

These guidelines are designed for cleaning, sanitising and fogging of commercial offices, warehouses, and other places of business to ensure public comfort and safety, and more importantly, to combat the spread of Covid-19 Virus.

In addition to the normal cleaning regimes currently in place, we – Executive Property Services (EPS) – recommend the following instructions and processes to be followed to minimise the possibility of contamination among staff and visitors.

Frequency

It is recommended that the cleaning, sanitising and fogging frequency is to be assessed in accordance with the office traffic/activity, i.e., busier facilities conducting daily business must be disinfected at least once per day of operation.

Prerequisite

- Cleaners have completed the Department of Health's COVID-19 online training and understand the Department of Health and Human Services' guidelines on Environmental Cleaning and Disinfection Principles for COVID-19
- Availability of appropriate PPE – face/surgical masks, safety glasses, gloves, and protective gowns or aprons, as well as sufficient equipment, materials, and chemicals required to carry out the disinfection/decontamination clean
- Use of a TGA-listed hospital-grade disinfectant with activity against viruses or a chlorine-based product such as sodium hypochlorite
- Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g. dilution concentration, application method, required ventilation)
- For electronic surfaces, use of alcohol-based wipes or spray containing at least 70% alcohol.
- For hard surfaces, a 10% diluted bleach solution, an alcohol solution at least 70% alcohol, and/or a TGA-listed hospital-grade disinfectant
- Prepare a 10% diluted bleach solution by doing the following:
 - Mix 5 tablespoons (1/3rd cup) bleach per gallon of water
 - After application, allow 2 minutes of contact time before wiping, or allow to air dry without wiping.
- Properly lock down, and clear sites and areas for prior to commencing the cleaning, sanitising, and fogging.



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Fogging Equipment and Media

- Disposable wipes
- Spray bottles
- Zono Microbe Shield Surface Sanitiser
- Mop
- Mop buckets
- HURRICANE JET-FOGGER PN 9997-8490 (Fogging machine)



Cleaning and Sanitation/Disinfection Process

- a. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- b. Wipe and sanitise/disinfect surfaces using disposable wipes or other cleaning products:
 - Desktops and all work surfaces
 - Doorknobs, door handles
 - Light switches, dimmer switches, air con controllers
 - Computer monitors, keyboards, mice, tablets and laptops
 - Telephone equipment
 - All chair rests and arms
 - Kitchen benches, lunchroom tables and chairs, crockery, trays and cutlery
 - White goods and common area equipment
 - Sinks, taps, dryers and dispensers
 - Toilets, including all surfaces and partitions
 - Water fountains, drinks dispensers and vending machines
 - Stairwell handrails
 - Lifts and their doors and buttons



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- c. Follow fogging procedure after sanitising, as applicable.

Fogging Process

- a. Follow recommended mixing ratio of 30ml/litre or 3% mixture by volume. Only mix the amount of chemical that will be used.
- b. Starting at a centre point, move slowly with the fogging unit and, using a sweeping motion, spray the vapour mist over all hard surfaces and touch points including grab handles, seats, window sills, and vents.
- c. Switch the fogging unit off.
- d. Check the fluid level of the fogging equipment. Refill as required.

To Avoid Cross-Contamination

- a. Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn
- b. Soak cloths, mops, etc. with disinfectant or bleach
- c. Remove curtains, fabrics, quilts, pillows and cushions for washing, preferably using the hot water cycle. Alternatively, you may choose to simply dispose of these items.
- d. For hot-water laundry cycles, wash with detergent or disinfectant in water at 70°C for at least 25 minutes. If low-temperature (i.e., less than 70°C) laundry cycles are used, choose a chemical that is suitable for low-temperature washing when used at the proper concentration.
- e. Disinfect non-porous cleaning equipment by soaking in disinfectant or bleach solution. Disinfect equipment used in one room, before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment.
- f. Double-bag all materials for disposal (including rags, respirators, disposable gowns and gloves) and seal with a cable tie. Wear a new pair of gloves for handling the bag.
- g. Waste should be disposed of upon completion of the disinfection work in accordance with local or country regulations for the disposal of biohazardous waste.



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On Completion

- a. Clean the fogging machine and nozzle by running with clear water only.
- b. Dispose of any damaged or contaminated PPE by removing coveralls and turn it inside out to contain any surface contamination. Remove face mask/respirators, goggles, gloves. Place into provided receptacles for proper disposal/treatment.
- c. Clean hands immediately after gloves are removed and thrown away.
- d. Remove signages and security cordons to signify entry is allowed.
- e. Sign off on areas cleared.
- f. Allow treatment for at least 24 hours then wipe/wash off any residue/chemical.