

COVID 19 CHECKLIST FOR CLEANING & PERSONAL HYGIENE

Inspection

Process & Procedures

Are relevant Covid-19 updates posted on staff noticeboards? Or have they been provided via internal communications?

Yes No

Have your Supervisors been adequately trained on the implications of Covid-19?

Yes No

Have you given staff members accurate information about ways to prevent the spread of infection?

Yes No

Are your staff members aware of the symptoms of Covid-19?

Yes No

Symptoms of Covid-19:

The main symptoms to look out for are:

1. A cough
 2. A high temperature (100.4° F or greater)
 3. A shortness of breath
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Cleaning and Disinfecting Surfaces

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?

Yes No

You should ensure that public surfaces such as counters, doorknobs, handles and light switches are regularly disinfected

Have you followed CDC guidance for cleaning and disinfecting hard surfaces?

Yes No

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation.

Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) bleach per gallon of water or
4 teaspoons bleach per quart of water

Have you followed CDC guidance for cleaning and disinfecting soft (porous) surfaces?

Yes No

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Use products with the EPA-approved emerging viral pathogens claims (list of products: <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>)

Have appropriate items been laundered following CDC guidance?

Yes No

If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

Are staff members following the CDC recommended hand washing protocol?

Yes No

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 4. Rinse your hands well under clean, running water.
 5. Dry your hands using a clean towel or air dry them.
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Are staff members wearing disposable gloves and gowns for all tasks in the cleaning process, including handling trash?

Yes No

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

Are staff members following normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands?

Yes No

Do you have readily available access to Hand Sanitizer for all staff members?

Yes No

Does the Hand Sanitizer contain at least 60% alcohol content?

Yes No

An alcohol-based hand sanitizer that contains 60%-95% alcohol should be used. However, if hands are visibly dirty, always wash hands with soap and water.

Comments and Sign-off

Any comments or issues to report?

Yes No

Name & Signature

