

SAFE WORK PROCEDURE

General Cleaning and Disinfecting
COVID-19

<p>Location:</p> <ul style="list-style-type: none"> All LRSD Schools and Facilities 	<p>Approved By: Lisa Aitken, Assistant Superintendent Written By: Tara Baschuk, WSH Officer</p> <p>Date Created: June 1, 2020 Date Revised: September 4, 2020</p>
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<p>Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.</p>	<p>Personal Protection Equipment (PPE) or Devices Required</p> <ul style="list-style-type: none"> Disinfectant Spray or wipes 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> N/A
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Cleaning and disinfecting are part of a systemic approach to preventing infectious diseases in schools. To further reduce the risk, people should stay home when sick or instructed to self-quarantine, People should also cover their mouth when coughing or sneezing and should wash their hands regularly and thoroughly.

1. The difference between cleaning, disinfecting and sanitizing

- **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched frequently

Surfaces and objects that are touched often should be sanitized on a regularly basis. It is imperative that materials being used by students are disinfected **after each individual student's use** and that frequent hand hygiene is being monitored, review [Hand Hygiene Practices here](#). Only one student is allowed to touch objects/materials at a time followed by disinfectant requirements.

The following are examples of some of the items but is not an exhaustive list and frequency as suggested by the [Province of Manitoba Restoring Safe Schools](#):

- desks – in between each student's use
- countertops – at minimum twice per day
- doorknobs – at minimum twice per day
- computer keyboards – in between each student's use
- hands-on learning items – in between each student's use
- faucet handles - at minimum twice per day
- toys – in between each student's use

Standard procedures often call for specific areas in the school such as bathrooms to be disinfected on a more frequent basis as well.

- Surfaces and objects that are visibly soiled should be cleaned immediately. If surfaces or objects are soiled with bodily fluids, please refer to [Policy JLCC Communicable Diseases](#) and Administrative [Protocol 1](#) for further instruction.

3. Use products safely

Always review the Safety Data Sheet (MSDS) before using any product for proper handling, usage and personal protective equipment that may be required.

- Ensure custodial staff, teachers, and other people who use cleaners and disinfectants read and understand all label instructions and how the products can be used in a safe and appropriate way.
- Always review the Safety Data Sheet (MSDS) before using any product for proper handling, usage and personal protective equipment that may be required.

4. Handle waste properly

- Throw disposable cleaning items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. .
- Wash you hands with soap and water for at least 20 seconds, or use an alcohol-based sanitizer after emptying waste baskets, touching used tissues or any other similar waste

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR

Guidance Documents / Standards / Applicable Legislation / Other:

- Government of Manitoba <https://www.gov.mb.ca/covid19/factsheets.html>
- Safe Work Manitoba [https://www.safemanitoba.com/News/Pages/Coronavirus-\(COVID-19\)-Update.aspx](https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx)