

SAFE WORK PROCEDURE

General Cleaning and Disinfecting
COVID-19

Approved by: Lisa Aitken		
Position: Assistant Superintendent	Date signed: June 9, 2020	

Location: <ul style="list-style-type: none"> All LRSD Schools and Facilities 	Written By: Tara Baschuk Date Created: June 1, 2020 Date Revised:
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Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.	Personal Protection Equipment (PPE) or Devices Required <ul style="list-style-type: none"> Disinfectant Spray or wipes 	Additional Training Requirements: <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 often

Surfaces and objects that are touched often should be sanitized daily. The following are examples of some of the items but is not an exhaustive list:

- desks
- countertops
- doorknobs
- computer keyboards
- hands-on learning items
- faucet handles
- phones
- toys

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 your hands with soap and water 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)



COVID-19

NOVEL CORONAVIRUS



DO NOT ENTER if you have returned from outside of Manitoba in the last 14 days.



DO NOT ENTER if you are under direction to self-monitor or self-isolate.



DO NOT ENTER if you are experiencing any of the following cold/flu symptoms:

- Cough
- Fever
- Runny Nose
- Sore Throat
- Weakness
- Headache



Please wash your hands.

Thank you for helping us stop the spread.

How long the new coronavirus can live on surfaces

SURFACE	LIFESPAN OF COVID-19 VIRUS
 Paper and tissue paper**	3 hours 
 Copper*	4 hours 
 Cardboard*	24 hours 
 Wood**	2 days 
 Cloth**	2 days 
 Stainless steel*	2–3 days 
 Polypropylene plastic*	3 days 
 Glass**	4 days 
 Paper money**	4 days 
 Outside of surgical mask**	7 days 

*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity

**At 71°F and 65% relative humidity

Source: New England Journal of Medicine*; The Lancet Microbe**

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