**COVID-19 EASING OF RESTRICTIONS. CHECKLIST FOR CONGREGATIONS.**

**The Victorian Government has announced that places of worship can reopen for religious gatherings and ceremonies of up to 10 people plus those performing the service as of 13 May, and up to 20 as of 1 June.**

**The Tasmanian Government has announced that small religious ceremonies can recommence as of 18 May with gatherings of up to 10 people plus those performing the service (up to 20 people from 15 June). It is a government requirement that records be kept of all people in attendance.**

**However, before opening your doors to worship services, it is vital to consider not only all of the necessary physical requirements, but more importantly the ministry and mission implications. There are a number of additional factors which every church council should also consider.**

**This checklist has been designed to assist you to decide if you are ready to hold worship services and to ensure that you remain Covid-compliant.**

**It should be completed by the church council before making any plans to invite people to worship.**

CONGREGATION NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Section 1: Social Distancing / Physical Distancing

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| **Item for Consideration** | **Who will be responsible?** | **Planned action(s)** |
| How will you limit the number of people who will attend? |  |  |
| Will you discourage attendance by people (including Ministers) in Covid-vulnerable groups? |  |  |
| If more than the legal limit arrive, how will you decide who is turned away? |  |  |
| How will you arrange seating to ensure the 1.5m distance and 4m² per person is maintained at all times? |  |  |
| How will you ensure that attendees maintain social distancing? |  |  |
| How will you keep records of who attends each week? |  |  |
| How will you organise entry and exiting of the premises? |  |  |
| If multiple events are scheduled for the one day, has timing been allowed to minimise crowding at entrances/exits? |  |  |
| If any event is to be recorded or broadcast (eg live streamed), how will this be managed within maximum numbers and distancing limits? |  |  |
| What changes will be required to worship to maintain social/physical distancing? |  |  |



**Section 2: Physical Hygiene**

|  |  |  |
| --- | --- | --- |
| **Item for Consideration** | **Who will be responsible?** | **Planned action(s)** |
| How will you eliminate or minimise the touching of shared surfaces (eg books, microphones, pulpit etc) |  |  |
| How will offerings be collected to minimise shared touching of surfaces? |  |  |
| How will you respond to unwell people who attend? |  |  |
| What provisions have you made for hand sanitiser? |  |  |
| How will you handle a case of suspected or confirmed Covid-19 by someone who has attended a worship service? |  |  |
| How will you ensure that all attendees adhere to the Health Department guidelines? |  |  |

**Section 3: Preparing your building**

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| **Item for Consideration** | **Who will be responsible?** | **Planned action(s)** |
| What is the maximum capacity of your building based on 4 sq meters per person and is this fewer than government maximum attendance numbers? |  |  |
| What signage will be required to ensure  all attendees observe social distancing and physical hygiene requirements? |  |  |
| Have all surfaces been cleaned in accordance with SafeWork Australia Covid-19 guidelines (see following  pages)? |  |  |
| If multiple events are conducted on the one day, how will the required cleaning be performed before each event? |  |  |
| Are you keeping a record of what is cleaned and when? |  |  |
| Are bathrooms fully supplied with soap, disposable towels and hand sanitiser? |  |  |

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| **Section 4: Are there any further considerations you need to make?**  **Item for Consideration** | **Who will be responsible?** | **Planned action(s)** |
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**You should not plan to hold public worship services until you are able to articulate your plans for ALL of the above considerations.**

### Further considerations:

* Morning/afternoon tea or any other social gathering before/after worship should not occur.
* It is your responsibility to ensure the safety of your congregants at all times.



**How to clean and disinfect your workplace**

**Summary to COVID-19**

This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of the COVID-19 in a non-healthcare workplace.

It covers:

* 1. **– Cleaning during the COVID-19 pandemic**
  2. **– Definitions**
  3. **– Cleaning and disinfecting solutions**
  4. **– Checklist of standard precautions for cleaning**
  5. **– Recommended cleaning by surface**
  6. **– Recommended cleaning by item**
     1. **– General**
     2. **– Specialised electronic equipment**
     3. **– Retail**
     4. **– Building and construction**
     5. **– Warehousing and logistics**
     6. **– Transport**

**1.1 Cleaning during the COVID-19 pandemic**

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts, workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is sufficient.

Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

**1.2 Definitions**

The following terms are used throughout this document, to improve readability.

* Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.
* Detergent means a surfactant that is designed to break up oil and grease with the use of water.
* Disinfectant means a product labelled as household disinfectant, and containing ≥ 70% alcohol, quaternary

ammonium compounds, chlorine bleach or oxygen bleach.

* Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.
* HEPA means high efficiency air particulate filter.
* Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

## 1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It’s important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing ≥ 70% alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as ‘disinfectant’ on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

Note: Disinfectants require sufficient contact time to be effective.

## 1.4 Checklist of standard precautions for cleaning

* Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
* Read the label for the detergent or disinfectant and follow the manufacturer’s recommendations.
* Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
* Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

**1.5 Recommended cleaning by surface** The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any Surface | Method | Frequently  touched surfaces | Infrequently  touched surfaces | Method |
| Soft plastics | Clean and | Detergent + | Clean at least | Clean weekly | Damp dust + Detergent |
|  | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Hard plastics | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Metal surfaces | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
| (stainless steel, | disinfect as | Disinfectant\* | daily or every |  |  |
| uncoated steel, | soon as you | \*uncoated steel is | shift change |  |  |
| zinc coated | become | more susceptible |  |  |  |
| steel, | aware | to rust when |  |  |  |
| aluminium) |  | disinfected. |  |  |  |
|  |  | Disinfect only |  |  |  |
|  |  | when necessary, |  |  |  |
|  |  | and treat for rust |  |  |  |
|  |  | as appropriate |  |  |  |
| Painted metal | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
| surfaces | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Deliberately | Clean as soon | Clean according | Clean at least | Clean weekly | Clean according to manufacturer’s |
| Greased or | as you | to manufacturer’s | daily or every |  | recommendations |
| Oiled metal | become | recommendation | shift change |  |  |
| surfaces | aware | s |  |  |  |
| Wood | Clean and | Detergent + | Clean at least | Clean weekly | Damp dust + Detergent |
|  | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Laminate | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Glass | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Concrete | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
| (polished) | disinfect as | Disinfectant | daily or every |  |  |
|  | soon as you |  | shift change |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Concrete | Clean and | Detergent + | Clean at least | Clean weekly | Vacuum (HEPA) |
| (rough) | disinfect as | Disinfectant | daily or every |  | or |
|  | soon as you |  | shift change |  | Detergent |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
|  | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Leather | Clean and disinfect as soon as you become  aware | Clean and disinfect according to manufacturer’s  recommendation | Clean at least daily or every shift change | Clean weekly | Clean according to manufacturer’s  recommendations |
| Fabric | Clean and disinfect as soon as you become aware | Detergent + Steam clean  If launderable, wash on warmest possible setting according to manufacturer’s recommendation s with laundry  detergent | Clean at least daily or every shift change | Clean weekly | Vacuum (HEPA)  Damp dust + Detergent  If launderable, wash on warmest possible setting according to manufacturer’s recommendations with laundry detergent |
| Paper | Not suitable for cleaning. Leave undisturbed for a minimum of  72 hours. | Dispose of in the bin (double- bagged), or leave undisturbed for a minimum of 72 hours, longer if  possible. | Not suitable for cleaning | Not suitable for cleaning | Use alternate, cleanable options, such as electronic tablets  If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page. |

**1.6 Recommended cleaning by item**

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some items may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

## General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched  items | Infrequently touched items | Method |
| Alcohol-based hand sanitiser dispenser | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Bath | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean daily, or after each use if shared  facilities | Clean at least daily | Detergent |
| Call bell/door bell | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Carpet (Soft Floor) | Clean and disinfect as soon as you  become aware | Carpet shampoo + Steam clean | Clean daily | Clean weekly | Vacuum with HEPA filter |
| Clean annually | Clean annually | Shampoo or steam clean |
|  | | | | | |

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| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched  items | Infrequently touched items | Method |
| Ceiling | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Spot clean daily & wash yearly, e.g. access hatches  and surrounds | Spot clean weekly & wash every 3 years | Damp dust + Detergent |
| Chairs (non- upholstered)  e.g. plastic chairs, wooden chairs, other non-padded  chairs | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Chairs (upholstered)  e.g. fabric padded chairs, sofas, office  chairs | Clean and disinfect as soon as you become aware | Detergent + Steam clean | Clean at least daily | Clean weekly | Vacuum (HEPA)  Damp dust + Detergent |
| Cleaning  Equipment | Clean after use | Detergent +  Disinfectant | Clean after use | Clean after use | Detergent |
| Clipboard / Folders | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean after use | Clean weekly | Detergent |
| Computer, Keyboard, Mouse Headsets | Clean and disinfect as soon as you become aware | Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based  wipes/sprays | Clean at least daily or when visibly soiled, and between users if equipment is  shared | Clean weekly or when visibly soiled | Consider adding a wipeable cover to the device/screen.  Refer to manufacturer’s recommendations Detergent |
| Curtains and Blinds | Clean and disinfect as soon as you become aware | Damp dust + Detergent Steam clean curtains or blinds | Clean weekly | Clean monthly | Refer to manufacturer’s  recommendations  Steam clean curtains or blinds in place or machine wash curtains according to manufacturer’s  recommendations |
| Door frames | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Door knob/handles | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean daily | Detergent |
| Drinking Fountains | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean daily | Detergent |
| Elevator buttons | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Floor (non-slip vinyl) | Clean as soon as you become  aware | Detergent + Disinfectant | Damp mop daily | Damp mop daily | Detergent |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Following suspected or** | | **Routine cleaning** | | |  |
| **confirmed case** | |  | | |
| Any item | Method | Frequently | Infrequently | Method |
|  |  | touched | touched items |  |
|  |  | items |  |  |
| Floor (polished | Clean and | Detergent + | Dust removal | Dust removal & | Detergent |
| concrete) | disinfect as | Disinfectant | & clean daily | clean weekly |  |
|  | soon as you |  |  |  |  |
|  | become aware |  |  |  |  |
| Fridges | Clean and | Detergent + | Weekly, & | Monthly & | Refer to manufacturer’s |
|  | disinfect as | Disinfectant | defrost to | defrost as | recommendations |
|  | soon as you |  | clean as | required | Detergent |
|  | become aware |  | required | Daily spot |  |
|  |  |  | Clean | check— clean |  |
|  |  |  | frequently | when necessary |  |
|  |  |  | touched |  |  |
|  |  |  | surfaces on |  |  |
|  |  |  | fridge (i.e. |  |  |
|  |  |  | handles) at |  |  |
|  |  |  | least daily |  |  |
| Hand rails, stair | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
| rails | disinfect as | Disinfectant | daily |  |  |
|  | soon as you |  |  |  |  |
|  | become aware |  |  |  |  |
| Keys and locks | Clean and | Detergent + | Clean daily | Clean weekly | Detergent |
| and padlocks | disinfect as | Disinfectant |  |  |  |
|  | soon as you |  |  |  |  |
|  | become aware |  |  |  |  |
| Kitchen | Clean and | Detergent + | Clean at least | Clean weekly | Refer to manufacturer’s |
| appliances | disinfect as | Disinfectant | daily |  | recommendations |
| (toasters, | soon as you |  |  |  | Isopropyl alcohol-based |
| kettles, | become aware |  |  |  | wipes/sprays |
| sandwich |  |  |  |  | Detergent |
| presses, jaffle |  |  |  |  |  |
| makers, ovens) |  |  |  |  |  |
| Light and | Clean and | Detergent + | Clean at least | Clean weekly | Damp dust + Detergent |
| Power point | disinfect as | Disinfectant | daily |  |  |
| Switches | soon as you | Damp dust |  |  |  |
|  | become aware |  |  |  |  |
| Lights/lighting | Clean and | Detergent + | Clean daily | Clean weekly | Refer to manufacturer’s |
|  | disinfect as | Disinfectant |  |  | recommendations |
|  | soon as you |  |  |  | Detergent |
|  | become aware |  |  |  |  |
| Microwave | Clean and | Detergent. | Clean | Clean daily | Refer to manufacturer’s |
|  | disinfect as | Disinfectant on | frequently |  | recommendations |
|  | soon as you | outside | touched points |  | Detergent |
|  | become aware | surfaces only. | on microwave |  |  |
|  |  |  | at least daily |  |  |
| Push/pull | Clean and | Detergent + | Clean at least | Clean weekly | Detergent + Disinfectant |
| doors (with | disinfect as | Disinfectant | daily |  |  |
| and without a | soon as you |  |  |  |  |
| push plate) | become aware |  |  |  |  |
| Remote | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
| controls | disinfect as | Disinfectant | daily |  |  |
|  | soon as you |  |  |  |  |
|  | become aware |  |  |  |  |
| Shelves (and | Clean and | Detergent + | Clean weekly | Clean weekly | Detergent |
| items on | disinfect as | Disinfectant |  |  |  |
| shelves) | soon as you |  |  |  |  |
|  | become aware |  |  |  |  |
|  | | | | | | |

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| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched  items | Infrequently touched items | Method |
| Shower | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean daily or after each use if shared  facilities | Clean weekly | Detergent + Disinfectant |
| Sink (hand washing & kitchen) | Clean and disinfect as soon as you become aware | Detergent Disinfectant on areas around sink only, not  in sink | Clean at least daily | Clean daily | Detergent |
| Tables/desks | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Telephone | Clean and disinfect as soon as you become aware | Detergent + Disinfectant Damp dust | Clean at least daily & more regularly if shared by  multiple users | Clean weekly | Detergent |
| Toilet | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent + disinfectant |
| Toilet doors and locks | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent + Disinfectant |
| TV | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant Damp dust | Clean weekly | Clean weekly | Refer to manufacturer’s recommendations Damp dust + Detergent |
| Vending Machines | Clean and disinfect as soon as you become aware | Detergent + Disinfectant Damp dust | Clean frequently touched points on machine at least daily | Clean weekly | Refer to manufacturer’s  recommendations  Damp dust + detergent or Isopropyl alcohol-based wipes/sprays |
| Walls | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Spot clean touched walls daily & full  clean yearly | Spot clean weekly & full clean yearly | Damp dust + Detergent |
| Windows | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Spot clean touched windows daily | Clean weekly | Detergent |
| Window frames (sliding servery  window types) | Clean and disinfect as soon as you  become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |

* + 1. **Specialised electronic equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently  touched items | Infrequently  touched items | Method |
| Electrical | Clean and | Detergent + | Clean at least | Clean weekly | Refer to the manufacturer’s |
| equipment | disinfect as | Disinfectant | daily or |  | recommendations |
|  | soon as you |  | between users |  |  |
|  | become aware |  | if shared |  |  |
| Electronic | Clean and | Detergent + | Clean at least | Clean weekly | Consider adding a wipeable cover to |
| equipment | disinfect as | Disinfectant | daily or |  | the device/screen. |
| (sensitive to | soon as you |  | between users |  | Refer to manufacturer’s |
| electrostatic | become aware |  | if shared |  | recommendations |
| charge) |  |  |  |  | If no manufacturer’s |
| E.g. Ipads, |  |  |  |  | recommendations, use isopropyl |
| tablets, laptops |  |  |  |  | alcohol-based preparations with |
| exterior of |  |  |  |  | non-electrostatic wipes suitable for |
| computer case |  |  |  |  | electronic equipment |
| and monitors |  |  |  |  |  |
| Touch screens | Clean and | Detergent + | Clean at least | Clean weekly | Consider adding a wipeable cover to |
| e.g. | disinfect as | Disinfectant on | daily |  | the device/screen. |
| information | soon as you | wipeable |  |  | Refer to the manufacturer’s |
| screens in | become aware | covers |  |  | recommendations |
| buildings |  | Isopropyl |  |  | Isopropyl alcohol-based |
|  |  | alcohol-based |  |  | wipes/sprays |
|  |  | wipes/sprays |  |  |  |

* + 1. **Retail**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched  items | Infrequently touched items | Method |
| Cash registers | Clean and | Detergent + | Clean after | Clean weekly | Detergent + Isopropyl alcohol-based |
|  | disinfect as | Disinfectant | each shift |  | wipes/sprays |
|  | soon as you | Isopropyl |  |  |  |
|  | become | alcohol-based |  |  |  |
|  | aware | wipes/sprays |  |  |  |
| EFTPOS | Clean and | Isopropyl | Clean after | Clean weekly | Isopropyl alcohol-based |
| machines | disinfect as | alcohol-based | each use (if |  | wipes/sprays |
|  | soon as you | wipes/sprays | practicable) |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Hand-held cash | Clean and | Isopropyl | Clean after | Clean weekly | Isopropyl alcohol-based |
| register | disinfect as | alcohol-based | each use (if |  | wipes/sprays |
| scanners | soon as you | wipes/sprays | practicable) |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Trollies & | Clean and | Detergent + | Clean after | Clean after each | Detergent |
| Hand-held | disinfect as | Disinfectant | each use | use | Isopropyl alcohol-based wipes |
| baskets | soon as you |  |  |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |

* + 1. **Building and construction**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or**  **confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched  items | Infrequently touched items | Method |
| Bollards | Clean and | Detergent + | Clean | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Hoses | Clean and | Detergent + | Clean | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Ladders | Clean and | Detergent + | Clean between | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | shifts or users |  |  |
|  | soon as you |  |  |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |
| Power | Clean as soon | Refer to the | Clean between | Clean weekly | Refer to the manufacturer’s |
| tools and | as you | manufacturer’s | shifts or users |  | recommendations |
| hand tools | become | recommendations |  |  | Isopropyl alcohol-based |
|  | aware | Isopropyl alcohol- |  |  | wipes/sprays |
|  |  | based |  |  |  |
|  |  | wipes/sprays |  |  |  |
| Scaffolding | Clean and | Detergent + | Clean | Clean weekly | Detergent |
| / formwork | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces daily |  |  |
|  | aware |  |  |  |  |

* + 1. **Warehousing and logistics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or confirmed**  **case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched  items | Infrequently touched items | Method |
| Control panels | Clean as soon | Refer to | Clean | Clean weekly | Refer to manufacturer’s |
| and other plant | as you | manufacturer’s | between shifts |  | recommendations |
| controls | become | recommendations | or users |  | Isopropyl alcohol-based |
|  | aware | Isopropyl alcohol- |  |  | wipes/sprays |
|  |  | based wipes/sprays |  |  |  |
| Conveyor Belts | Clean and | Detergent + | Clean | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Drainage grates | Clean and | Detergent + | Clean | Clean weekly | Detergent |
|  | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Hi Vis Vests | Clean and | Refer to | Clean at least | Clean daily | Refer to manufacturer’s |
| worn over | disinfect as | manufacturer’s | daily or |  | recommendations |
| clothing | soon as you | recommendations | between users |  | Detergent |
|  | become | Detergent + | if shared |  |  |
|  | aware | Disinfectant |  |  |  |
| Machinery | Clean and | Detergent + | Clean | Clean weekly | Detergent |
| surfaces | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Manual | Clean and | Detergent + | Clean | Clean weekly | Detergent |
| stopcock valves | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Roller door | Clean and | Detergent + | Clean | Clean weekly | Detergent |
| handles | disinfect as | Disinfectant | frequently |  |  |
|  | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Other PPE if | Clean and | Detergent + | Clean at least | Clean weekly | Detergent |
| shared between | disinfect as | Disinfectant | daily or |  |  |
| workers (hard | soon as you |  | between users |  |  |
| hats, safety | become |  | if shared |  |  |
| eyewear) | aware |  |  |  |  |
| Safety guards | Clean and | Detergent + | Clean | Clean weekly | Detergent |
| around | disinfect as | Disinfectant | frequently |  |  |
| equipment | soon as you |  | touched |  |  |
|  | become |  | surfaces at |  |  |
|  | aware |  | least daily |  |  |
| Viewing | Clean as soon | Detergent + | Clean at least | Clean weekly | Detergent |
| windows | as you | Disinfectant | daily |  |  |
|  | become |  |  |  |  |
|  | aware |  |  |  |  |

* + 1. **Transport**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Following suspected or confirmed case** | | **Routine cleaning** | | |
| Any item | Method | Frequently touched items | Infrequently touched items | Method |
| Door Handles | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least daily | Clean weekly | Detergent |
| Gear knobs | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least daily or between users if shared | Clean weekly | Detergent |
| Seat Belts | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least daily or between users if shared | Clean weekly | Detergent |
| Steering wheels | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean at least between shifts or between users | Clean weekly | Detergent |
| Switches and other controls | Clean and disinfect as soon as you become aware | Isopropyl alcohol- based wipes /sprays | Clean at least daily | Clean weekly | Isopropyl alcohol-based wipes/sprays |

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