



# COVID-19 Cleaning and Disinfection Log Template

This checklist will assist you to implement health and hygiene measures at workplace and do a review of facilities.

## Date

Month Day Year  Hour Minutes

## Staff

## Cleaning Type

Regular cleaning

Detailed cleaning

## Regular Cleaning

## Instructions

Read the product label and safety sheets for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment.

Wear gloves when cleaning and wash your hands thoroughly with soap and water, or use alcohol-based hand sanitizer if you cannot wash your hands, both before and after wearing gloves.

If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers.

Clean frequently touched surfaces such as tabletops, door handle, light switches, desks, toilets and toilet doors, taps, TV remotes, kitchen surfaces, and cupboard handles using a detergent, or 2-in-1 detergent and disinfectant solution.

After cleaning, dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

#### CLEAN & DISINFECT

- Bed rails
- Bed control
- Tray table
- Call box/remote control
- Bedside table
- Telephone
- Monitoring system
- touchscreen
- Infusion pump control
- Chair
- Inside room
- door plate/
- handleRoom
- light switch/button

Check that alcohol sanitizer dispenser(s) have product  
CLEAN & DISINFECT DONE  
Bed rails  
Bed control  
Tray table  
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### Detailed Cleaning

## Instructions

Read the product label and safety sheets for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment.

Wear gloves when cleaning and wash your hands thoroughly with soap and water, or use alcohol-based hand sanitizer if you cannot wash your hands, both before and after wearing gloves.

Use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers.

Clean all surfaces using a disinfectant containing alcohol in a concentration of  $\geq 70\%$ , chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.

After cleaning, dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

# Clean and Disinfect Specific Types of Surfaces

## Soft surfaces such as carpet, rugs, and drapes

- Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.  
Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

## Laundry such as clothing, towels, and linens

- Use the warmest appropriate water setting and dry items completely.  
It is safe to wash dirty laundry from a person who is sick with other people's items.
- If handling dirty laundry from a person who is sick, wear gloves and a mask.  
Clean clothes hampers or laundry baskets according to guidance for surfaces.  
Wash hands after handling dirty laundry.

## Electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics, which makes cleaning and disinfecting easier.
- Follow the manufacturer's instructions and recommendations for cleaning the electronic device.
- For electronic surfaces that need to be disinfected, use a product on EPA List N external icon that meets manufacturer's recommendations. Many of the products for electronics contain alcohol because it dries quickly.

## Outdoor areas

- Spraying cleaning products or disinfectants in outdoor areas – such as on sidewalks, roads, or groundcover – is not necessary, effective, or recommended.
- High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned regularly.
- Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, tables) or groundcovers (such as mulch and sand) is not recommended.

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