

The **health and safety** of all workers, volunteers and participants attending our sites is paramount. One of the important measures in preventing the spread of COVID-19 is ensuring that we have **robust cleaning** measures in place.

### Requirements of the Parish:

#### What products should I use for cleaning?

- ✓ Both a detergent and disinfectant should be used as part of the cleaning process. These can be separate products, or you can use a 2 in 1 detergent and disinfectant.
- ✓ For routine cleaning, household or commercial disinfectant will be suitable provided it meets the following guidelines. The Australian Government and Safe Work Australia recommend that the disinfectant contains at least 70% alcohol or benzalkonium chloride. Packaging should be checked to confirm that these ingredients are included. Examples of products containing these elements include: alcohol-based wipes, EnduroClean all-purpose cleaner, Viraclean Disinfectant Antibacterial Surface Cleanser and some Pine O Clean products. These are available at Bunnings Warehouse.
- ✓ Disposable cloths are to be used.
- ✓ All products should be used and stored in accordance with the manufacturer's directions for safe use.
- ✓ All cleaning products are to be stored responsibly and out of the reach of small children.

#### What process should I follow for cleaning?

- ✓ Clean all surfaces in the area used with detergent as the first step. This process will ensure that the surface is clean.
- ✓ Disinfect all areas (if you are not using a 2 in 1 disinfectant). Special attention should be made to areas that are frequently touched such as door handles, hand rails and the tops of pews.
- ✓ All equipment that is used as part of the activity must form part of the cleaning routine.
- ✓ Each clean should be recorded using the ***Cleaning Record Sheet***.
- ✓ Where the building is used for various activities a review of the cleaning record should be undertaken to ensure that the site that cleaning requirements have been met.

#### How do I safely carry out routine cleaning?

- ✓ The person that is delegated to carry out cleaning should be fit for this duty and not fall within high risk categories (ie: over the age of 70) or have any pre-existing medical conditions that may put them at additional risk.
- ✓ If a third-party cleaner is used to carry out routine cleaning, you must ensure that their process complies with this document.

- ✓ The parish will need to provide access to disposable gloves, hand washing supplies and facilities as well as disposable cloths.
- ✓ Instruct the person that is undertaking the cleaning to wear gloves ensure that hands are thoroughly washed with soap and water or an alcohol-based hand sanitizer prior to and at the end of each clean.
- ✓ Gloves and any disposable cloths should be disposed of in a closed lid bin immediately after use.

**What are the additional cleaning requirements if there is a suspected or confirmed case of COVID-19?**

- ✓ Further advice from the Diocesan Office in reference to NSW Health and SafeWork NSW guidelines will need to be provided prior to the commencement of cleaning. This will include instructions regarding the use of professional cleaners, the areas to receive a deep clean and the appropriate Personal Protective Equipment (PPE) to be worn.