

COVIDSafe workplace: Cleaning guidelines

This visual guide provides guidance on cleaning your workplace based on current restrictions and recommendations. Learn more at coronavirus.vic.gov.au/business

Documentation

Maintain a cleaning log and schedule that set out dates, times and frequency for each area that has been cleaned. If you outsource your cleaning services, the documentation should clearly specify the cleaning activities and standards expected of the service provider.

Storage

Ensure your buildings' cleaning and laundry supply rooms are clean and workers can come in and out easily.

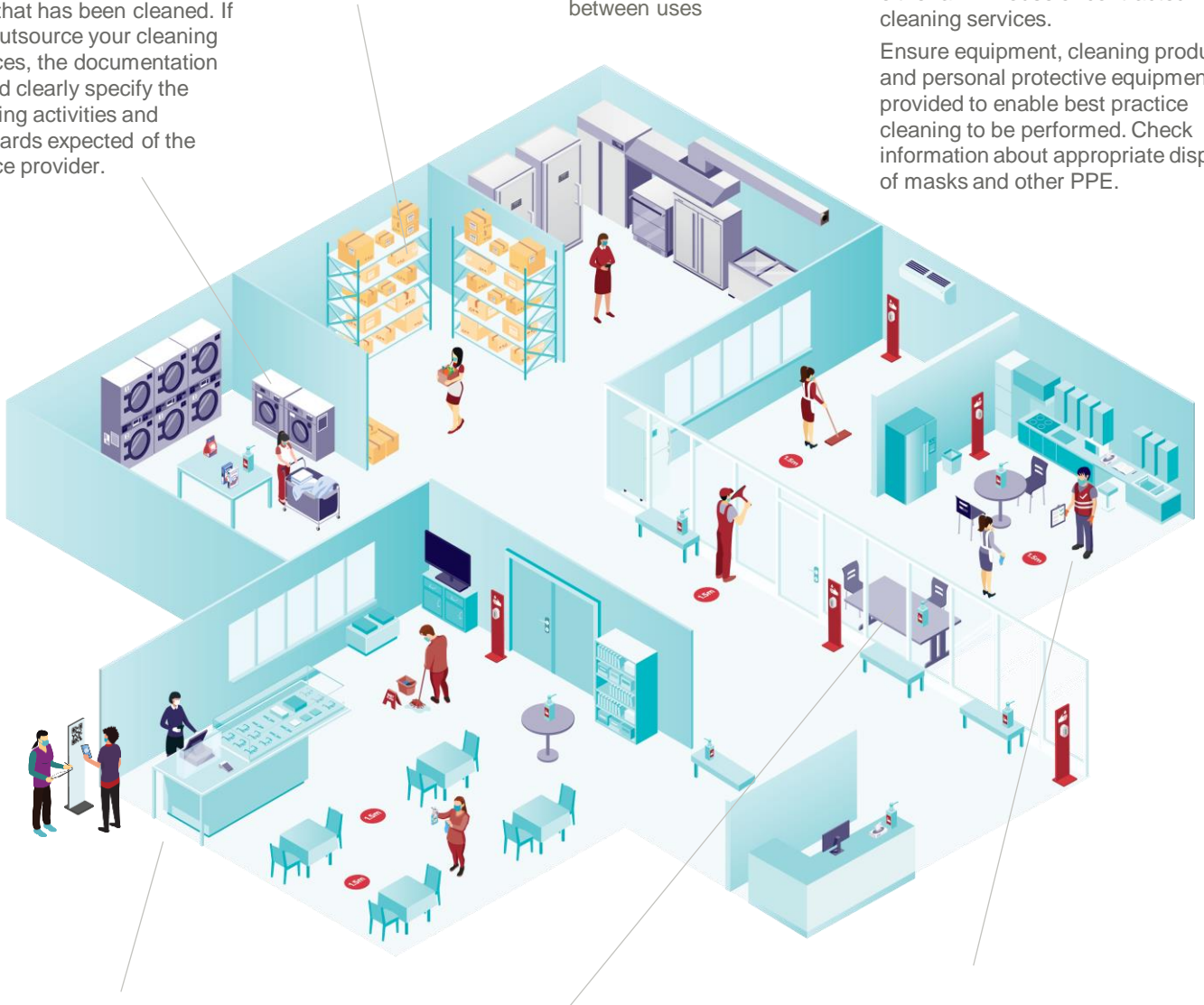
Regularly clean shared and public spaces with disinfectant

Clean high-touch surfaces twice each day and clean shared equipment between uses

Clean and safe environment

It is the responsibility of the building owner or business owners to ensure cleaning is performed to the expected standard. This can be achieved by either an in-house or contracted cleaning services.

Ensure equipment, cleaning products and personal protective equipment is provided to enable best practice cleaning to be performed. Check information about appropriate disposal of masks and other PPE.



Communication

Set up clear lines of communication between all parties, i.e. building occupier/manager and its occupants (workers, tenants, visitors, customers) the cleaning service provider and the cleaning staff.

Risk-based cleaning

Target high use communal areas like chilled areas, kitchens and toilets that may require higher frequency cleaning with appropriate cleaning products.

Increase cleaning services in the event of a confirmed or suspected COVID-19 case.

Roles and responsibilities

Define the responsibility for each role that has a cleaning duty.

Agree who will be responsible for monitoring cleaning quality and that it meets the expected standard.

Provide workplace cleaning training for workers who have site specific cleaning duties and to support any changes in cleaning schedules.