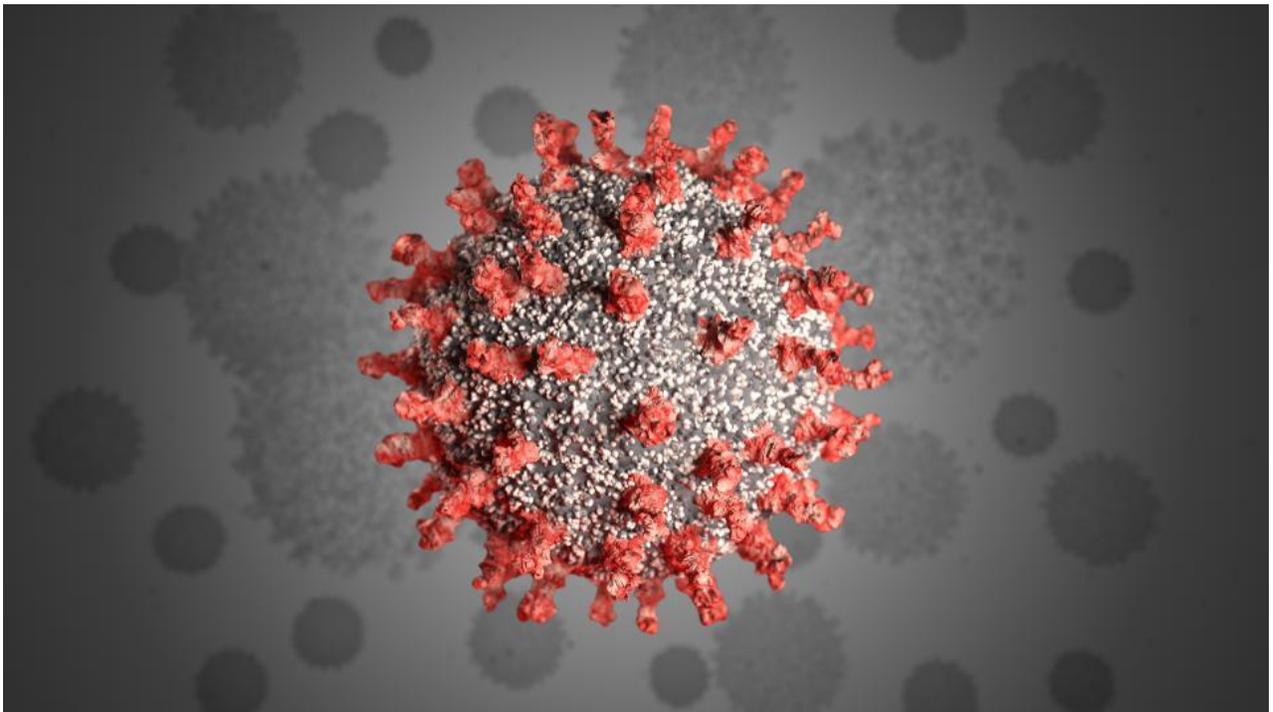


Introduction

This manual is an overview of cleaning and disinfection of working establishments. Inside you will find discussions and sections on Tools for Cleaning, tips for efficiently cleaning and disinfecting and charts to help with organization. Also you will find a section on Food Borne Illnesses and Allergens you may run into working in the food industry, Office spaces or working establishments and factories.

Below is a beginning explanation on What Public Health Ontario believes will be a required safety net for the future of cleaning and disinfection of a variety of workplaces.



Public Health Ontario – Corona Virus Cleaning

What you should know.

Cleaning and disinfection of Public Settings will be the centre of attention as we come out of the Pandemic. Thorough cleaning will be the direction all businesses, warehouse, restaurants and offices will progress toward. These articles are a collection of Corona Virus Updates and information from PHO and is meant as a brief overview for some of the New Normal place points.

Things we need to do:

- Routine Cleaning is important and surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty. A fingerprint or stain or residue can contain contaminants or viruses.
- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads. Your phone can be heavily contaminated or your computer keyboard and mouse.
- In addition to routine cleaning, check with your organization for any specific protocols for cleaning for COVID-19.



					
MONDAY <i>bathrooms</i>	TUESDAY <i>dusting</i>	WEDNESDAY <i>vacuum</i>	THURSDAY <i>wash floors</i>	FRIDAY <i>catch all</i>	SATURDAY <i>sheet + towels</i>

Select products that are right for the job at hand:

Cleaners	Disinfectants	Disinfectant Wipes
Break down grease and remove organic material from the surface	Have chemicals that kill most germs	Have combined cleaners and disinfectants in one solution.
Used separately before using disinfectants	Applied after the surfaces have been cleaned	May become dry due to fast drying properties. Should be discarded if they become dry.
Can be purchased with cleaner and disinfectant combined in a single product	Have a drug identification number (DIN)	Not recommended for heavily soiled surfaces.

Preparing Products for Use:

- Where possible, use pre-mixed solution.
- Read and follow manufacturer’s instructions to:
 - Properly prepare solution
 - Allow adequate contact time for disinfectant to kill germs (see product labels)
 - Wear gloves when handling cleaning products including wipes
 - Wear any other personal protective equipment recommended by the manufacturer

About coronavirus disease (COVID-19)

Organization: Public Health Agency of Canada

Date published: 2020-05-14

What it is

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

Symptoms

Symptoms may be very mild or more serious.

Symptoms may take up to 14 days to appear after exposure to the virus. **The most common symptoms include:**

1. Fever
2. Cough
3. Difficulty breathing



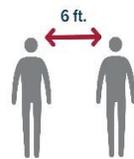
Spread:

Coronaviruses are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze
- Close personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands
- These viruses are not known to spread through ventilation systems or through water.

Practice Social Distancing.

What does this mean?



Stay at least 6 feet
away from other
individuals in public places.



Work from home
if you can.

Prevention:

The best way to prevent the spread of infections is to:

- Practice physical distancing at all times
- Stay home if you are sick to avoid spreading illness to others
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth, especially with unwashed hands
- Avoid close contact with people who are sick

When coughing or sneezing:

- Cover your mouth and nose with your arm or tissues to reduce the spread of germs
- Immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- Clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- Wear a non-medical mask or face covering (i.e. constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) to protect the people and surfaces around you

If you have symptoms of COVID-19:

- Stay home (isolate) to avoid spreading it to others
- If you live with others, stay in a separate room or keep a 2-metre distance
- Call ahead before you visit a health care professional or call your local public health authority
- Tell them your symptoms and follow their instructions
- If you need immediate medical attention, call 911 and tell them your symptoms

For more information, visit Canada.ca/coronavirus or contact **1-833-784-4397**