

# Enhanced Surface Cleaning and Disinfecting

During the COVID-19 emergency, we will use more thorough methods to clean and disinfect all work areas to reduce the risk of getting sick. Clean and disinfect everything you touch a lot. This list may not include everything in your day but it is a good starting point:

## Office Areas

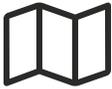
- table tops and desk tops
- chairs (armrests and back where you touch it to pull out the chair)
- control panels
- computer, keyboard, mouse
- telephones
- photocopier (lid, doors, buttons, paper trays)
- door knobs
- light switches
- handles
- bathrooms (don't forget flush levers on urinals and toilets)
- eating areas
- pens and pencils
- stair railings
- first aid equipment

## Truck Cab

- steering wheel
- handles and grab bars
- buttons and switches
- shifter knob
- cup holders
- seatbelt latch and latch plate
- touch screens

Clean and disinfect as often as possible. Do it at least at the beginning of a shift, before eating, between crew changes, and at the end of a shift.

# COVID-19



Avoid sharing tools and pens. If you must share items, disinfect them before sharing.

## CLEANING AND DISINFECTING—WHAT'S THE DIFFERENCE?

**CLEANING:** Removes visible dirt (e.g., dust, soil). It does not kill viruses and bacteria. Clean with water, detergents, and steady friction (rubbing) with a cleaning cloth. Most cleaning can be done using regular housekeeping best practices.

**DISINFECTING:** Kills viruses and bacteria. Apply disinfectant only to objects, never to the human body. Clean surfaces that are visibly dirty before disinfecting. Remove dust and dirt you can see with detergent and water.

### Products for disinfecting:

- Household or commercial disinfectant
- Bleach solution (20 ml bleach per litre of water)
  - DO NOT mix bleach with ammonia or any other cleaning product



### During disinfecting:

- Wear nitrile or neoprene gloves while working with disinfectants.
- Follow the product manufacturer's instructions for disinfecting. Read the instructions before use.

### After cleaning/disinfecting:

- Wash your hands with soap and water using proper hand washing procedures as soon as you remove your gloves.
- Put all disposable materials into a leak-proof garbage bag and seal it for disposal.

### Housekeeping:

- Follow regular housekeeping practices as well as enhanced surface cleaning and disinfecting.
- Do not sweep dust; use a vacuum cleaner.