

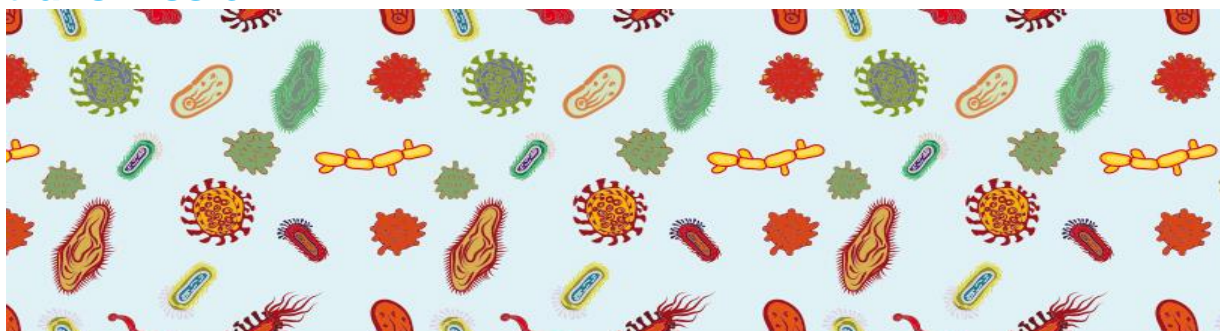
# MODES OF GERM TRANSMISSION

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HANDOUT #1



There are six common modes of transmission of infection. If the mode of transmission is known, precautions can be put in place to prevent outbreaks. Precautions will vary according to the germ involved and the mode(s) of transmission.



Contact	Droplet	Airborne	Common Sources / Vectors
<ul style="list-style-type: none"> <li>• Contact transmission can be either direct and indirect</li> <li>• Direct contact: skin-to-skin contact which allows germs to be transferred from one person to another</li> <li>• Indirect contact: contact between a person and a contaminated item which is often the result of unclean hands touching an item</li> <li>• Indirect contact occurs when the germs on a contaminated item transfer to the next person who touches it</li> <li>• Example: MRSA</li> </ul>	<ul style="list-style-type: none"> <li>• Droplet transmission occurs when germs from coughing, sneezing and talking travel through the air</li> <li>• These germs land on people and items and then may enter that person's body through their nose or mouth</li> <li>• These droplets are relatively large and can travel only short distances, up to 2 metres (6 feet)</li> <li>• However, these infected droplets may live on items for hours, days or weeks depending on the type of germ</li> <li>• Example: influenza</li> </ul>	<ul style="list-style-type: none"> <li>• Airborne transmission occurs when very small droplets or dust particles containing tiny germs travel through the air and remain suspended for long periods of time</li> <li>• These types of germs are able to survive for long periods of time outside the body</li> <li>• These airborne germs enter a person through their mouth and nose</li> <li>• Fortunately, only a few diseases are capable of airborne transmission</li> <li>• Example: tuberculosis (TB)</li> </ul>	<ul style="list-style-type: none"> <li>• Common source transmission applies to germs that are transmitted by contaminated items such as food, water and equipment like medical devices</li> <li>• Example: food contaminated with salmonella</li> <li>• Vectors are insects—such as ticks—or animals—such as mice—that carry and transfer germs to people or items</li> <li>• Example: foxes can transfer rabies</li> </ul>

## Ways to Control Germ Spread

Contact	Droplet	Airborne	Common Sources / Vectors
<ul style="list-style-type: none"> <li>• Perform hand hygiene</li> <li>• Cover coughs and sneezes; cough into sleeve</li> <li>• Wear appropriate personal protective equipment</li> <li>• Get immunized against infectious diseases that have a vaccine</li> <li>• Do effective environmental cleaning</li> <li>• Stay at home if sick</li> </ul>	<ul style="list-style-type: none"> <li>• Perform hand hygiene</li> <li>• Cover coughs and sneezes; cough into sleeve</li> <li>• Wear appropriate personal protective equipment</li> <li>• Get immunized against infectious diseases that have a vaccine</li> <li>• Do effective environmental cleaning</li> <li>• Stay at home if sick</li> </ul>	<ul style="list-style-type: none"> <li>• Perform hand hygiene</li> <li>• Wear appropriate personal protective equipment including N95 respirator</li> <li>• Get immunized against infectious diseases that have a vaccine</li> <li>• Do effective environmental cleaning</li> <li>• Keep the room door closed</li> </ul>	<p><b>Common sources</b></p> <ul style="list-style-type: none"> <li>• Food: Handle, store and prepare food properly</li> <li>• Water: Perform regular water treatment</li> <li>• Waste: Perform proper waste handling and disposal</li> <li>• Equipment: Clean and disinfect equipment properly</li> <li>• Medical equipment: Clean medical equipment between patients and clients in addition to routine cleaning</li> <li>• All: Perform hand hygiene</li> </ul> <p><b>Vectors</b></p> <ul style="list-style-type: none"> <li>• Maintain protective barriers such as window screens and doors</li> <li>• Keep the facility clean and remove waste appropriately to reduce food sources</li> <li>• Receive proper training before using chemicals to control pests</li> </ul>

## Notes

# GLOVE SELECTION AND USE

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HANDOUT #2





Healthcare facilities carry many types of gloves. The name of the glove may be different depending on the manufacturer. In order to ensure your safety, make sure you match the type of glove used to the task/job performed.



Disposable Gloves	Rubber Utility Gloves	Heavy Duty Gloves
<p>Used most frequently for cleaning and disinfecting tasks in Environmental Services:</p> <ul style="list-style-type: none"> <li>• Cleaning patient or client rooms or examination rooms</li> <li>• Wiping surfaces in healthcare facilities</li> <li>• Cleaning of blood and other body fluids</li> <li>• Measuring and mixing cleaning and disinfecting solutions with water</li> <li>• Can be vinyl or nitrile gloves</li> <li>• Nitrile gloves are recommended for wet work of long duration when durability is required, such as discharge cleaning and cleaning an isolation room or space</li> </ul>	<p>Used when cleaning items such as dishes or ovens (if it is part of your responsibilities)</p>	<p>Used when there is a higher risk of puncture injury:</p> <ul style="list-style-type: none"> <li>• Transporting or disposing of waste</li> </ul>

# Notes

# CLINICAL GUIDE: CONCENTRATION AND APPLICATION OF SURFACE DISINFECTANTS

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HANDOUT #3





Disinfectants to be used in healthcare facilities are products that are approved by Health Canada and have a Drug Identification Number or DIN. Most household products are not approved to be used in healthcare facilities.



Product	Uses	Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• 0.5% Accelerated Hydrogen Peroxide (AHP)</li> <li>• Dilute 7% solution, ratio 1:16</li> </ul>	<ul style="list-style-type: none"> <li>• General surface cleaner and disinfectant in all patient or client care areas</li> <li>• Cleaning and disinfection of surfaces and floors after blood and other body fluid spills</li> <li>• Low level disinfection achieved after 5 minutes of contact, at 20°C</li> <li>• Monitoring not required; test kits available</li> </ul>	<ul style="list-style-type: none"> <li>• Safe for environment</li> <li>• Non-toxic</li> <li>• Rapid action</li> <li>• Available as ready to use pre-moistened 0.5% wipes</li> <li>• Active against mycobacteria including TB and noroviruses</li> <li>• Active in the presence of organic materials</li> <li>• Contains surfactants: excellent cleaning abilities</li> <li>• One-step surface cleaning and disinfection</li> </ul>	<ul style="list-style-type: none"> <li>• Eye protection needed when pouring 7% concentrated solution</li> <li>• Not effective against <i>C. difficile</i> spores</li> <li>• Should not be used on copper, brass, carbon-tipped devices and anodized aluminium</li> </ul>

Product	Uses	Advantages	Disadvantages
<ul style="list-style-type: none"> <li>4.5 % Accelerated Hydrogen Peroxide (AHP)</li> </ul>	<ul style="list-style-type: none"> <li>Applied as disinfectant when surfaces have been cleaned</li> <li>Disinfection of toilet bowls, sinks, basins and commodes in washroom of patients or residents with <i>C. difficile</i></li> <li>Disinfection achieved after 10 minutes of contact time</li> </ul>	<ul style="list-style-type: none"> <li>Safe for environment</li> <li>Non-toxic</li> <li>Sporicidal: effective against <i>C. difficile</i></li> <li>Available as a gel for improved adhesion</li> </ul>	<ul style="list-style-type: none"> <li>Should not be used on medical devices or equipment</li> <li>Should not be used as a general surface cleaner/disinfectant</li> <li>Should not be used on copper, brass, carbon-tipped devices and anodized aluminum, sanitizer, plastic</li> </ul>

Product	Uses	Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Hydrogen peroxide 3%</li> </ul>	<ul style="list-style-type: none"> <li>Applied as disinfectant once surfaces have been cleaned</li> <li>Disinfection of non-critical equipment (home healthcare)</li> <li>Disinfection of floors, walls, furnishings</li> <li>Disinfection is achieved after a 30-minute contact time</li> </ul>	<ul style="list-style-type: none"> <li>Safe for the environment</li> <li>Non-toxic</li> </ul>	<ul style="list-style-type: none"> <li>Should not be used on copper, zinc, brass, aluminum</li> <li>Store in cool, dark place to prevent deterioration</li> <li>Long contact time is not suitable for typical disinfecting tasks in a healthcare facility</li> </ul>
<ul style="list-style-type: none"> <li>Undiluted bleach 5%-8%</li> </ul>	<ul style="list-style-type: none"> <li>Dilute, do not use full-strength</li> </ul>	<ul style="list-style-type: none"> <li>Readily available in community settings</li> </ul>	<ul style="list-style-type: none"> <li>Irritant to skin and mucous membranes</li> <li>Wear eye protection when pouring and diluting</li> <li>Use in well-ventilated areas only</li> <li>Store in closed containers away from light and heat to prevent deterioration</li> <li>Corrosive to metals</li> <li>Stains clothing and carpets</li> <li><b>MUST NOT BE MIXED</b> with other cleaners or disinfectants</li> </ul>

Product	Uses	Advantages	Disadvantages
<ul style="list-style-type: none"> <li>0.5% bleach</li> </ul>	<ul style="list-style-type: none"> <li>Applied as disinfectant once surfaces have been cleaned</li> <li>Disinfection of surfaces and floors after major blood spills, or spills of vomit or feces</li> <li>Disinfection of toilet bowls, sinks, basins and commodes in washrooms of <i>C. difficile</i> patients or residents</li> </ul>	<ul style="list-style-type: none"> <li>Sporicidal: effective against <i>C. difficile</i></li> </ul>	<ul style="list-style-type: none"> <li>Not as effective if organic materials are present</li> <li>To be used immediately after dilution</li> <li>Use in well-ventilated areas only</li> <li>Stains clothing and carpets</li> </ul>
<ul style="list-style-type: none"> <li>0.1% bleach</li> </ul>	<ul style="list-style-type: none"> <li>Applied as disinfectant once surfaces have been cleaned</li> <li>General disinfection of surfaces and floors in patient or client care areas</li> <li>Sporicidal disinfection of surfaces and floors in emergency room washrooms</li> <li>Sporicidal disinfection of surfaces and floors in washrooms of <i>C. difficile</i> patients or residents</li> <li>Low-level disinfection of non-critical medical equipment</li> <li>Disinfection of toys (soaking)</li> </ul>	<ul style="list-style-type: none"> <li>Sporicidal: effective against <i>C. difficile</i></li> </ul>	<ul style="list-style-type: none"> <li>Not as effective if organic materials are present</li> <li>To be used immediately after dilution</li> <li>Use in well-ventilated areas only</li> <li>Stains clothing and carpets</li> </ul>

Product	Uses	Advantages	Disadvantages
<ul style="list-style-type: none"> <li>70%-95% Alcohol</li> </ul>	<ul style="list-style-type: none"> <li>Disinfection of external surfaces of some equipment (e.g., stethoscopes)</li> <li>Disinfection of non-critical equipment (e.g., home healthcare)</li> <li>Disinfection achieved after 10 minutes of contact time</li> </ul>	<ul style="list-style-type: none"> <li>Non-toxic</li> <li>Low cost</li> <li>Rapid action</li> <li>Non-staining</li> <li>No residue</li> <li>Effective on equipment/devices that can be immersed</li> </ul>	<ul style="list-style-type: none"> <li>Poor surface disinfectant</li> <li>Evaporation may diminish concentration</li> <li>Flammable</li> <li>Store in a cool well-ventilated area</li> <li>Poor cleaner</li> <li>May damage equipment (e.g., dissolve lens mountings, harden and swell plastic tubing, cause brittleness)</li> <li>May harden sanitizer or deteriorate glues</li> <li>Not as effective if organic materials are present</li> <li>Should not be used in Operating Rooms</li> </ul>
<ul style="list-style-type: none"> <li>Phenolic disinfectants</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning and disinfection of floors, walls, and furnishings</li> <li>Cleaning and disinfection of hard surfaces/equipment that DO NOT touch mucous membranes</li> </ul>	<ul style="list-style-type: none"> <li>Residual film</li> <li>Available with added detergents for one-step cleaning and disinfecting</li> <li>Broader anti-bacterial activity than quaternary ammonium compounds (Quats)</li> </ul>	<ul style="list-style-type: none"> <li>May be toxic to infants</li> <li>Not to be used on food contact surfaces</li> <li>May be absorbed through skin</li> <li>May be toxic if inhaled</li> <li>Corrosive</li> <li>Synthetic flooring may become sticky after use</li> </ul>



Product	Uses	Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Quaternary ammonium compounds (Quats)</li> </ul>	<ul style="list-style-type: none"> <li>General surface cleaners and disinfectants used in patient or client care areas</li> <li>Low-level disinfection of non-critical medical equipment</li> <li>Cleaning of surfaces and floors after blood and other body fluid spills</li> </ul>	<ul style="list-style-type: none"> <li>Non-corrosive</li> <li>Non-toxic</li> <li>Low irritant potential</li> <li>Good general cleaning abilities</li> <li>General disinfecting abilities for surfaces</li> <li>Safe for food surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Cannot be used to disinfect critical equipment</li> <li>Limited disinfectant</li> <li>Diluted solutions may support the growth of micro-organisms</li> <li>Effectiveness may be neutralized by various materials</li> </ul>

# Notes

# CLEANING BUCKETS AND WRINGERS



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HANDOUT #4



## Cleaning the buckets and wringers helps to prevent the growth of germs.



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>• Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>• Perform hand hygiene before putting on and after removing disposable gloves</li><li>• Never leave dirty water in bucket overnight</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>• Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner/disinfectant solution</li><li>• Buckets</li><li>• Wringer</li><li>• Adequate supply of cleaning cloths</li><li>• Plastic bag/container for dirty cloths</li><li>• Non-abrasive scrubber</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for cleaning buckets and wringers is composed of the following steps:



<b>CLEANING BUCKETS AND WRINGERS</b>	<p><b>Reminder</b></p> <div><p>Clean used equipment everyday and more often if needed:</p><ul style="list-style-type: none"><li>• At the end of your shift</li><li>• Immediately after it gets dirty</li><li>• After cleaning a blood and other body fluid spill</li></ul></div> <ol style="list-style-type: none"><li>1. Perform hand hygiene and put on disposable gloves</li><li>2. Empty mop bucket and wringer and remove loose strands/debris</li><li>3. Rinse with clean water</li><li>4. Scrub with non-abrasive scrubber if necessary to remove stubborn dirt</li><li>5. Remove debris/dirt from wheels</li><li>6. Rinse all surfaces with clean water</li><li>7. Wipe with cleaning cloth and cleaner disinfectant solution</li><li>8. Allow equipment to air dry thoroughly</li><li>9. Leave wringer handle in released position</li><li>10. Inspect equipment weekly; keep wheels and wringer handles properly lubricated and in good repair</li><li>11. Report any maintenance concerns to supervisor</li></ol>
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# Notes

# DAMP WIPING



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HANDOUT #5



**Damp wiping is an important task in removing dirt and preventing the spread of germs in a healthcare facility.**



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>➔ Watch out for any sharp or other potentially hazardous items in work area</li><li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>➔ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• Plastic bag/container for dirty cloths</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for damp wiping is separated into 3 main sections: before damp wiping, wiping surfaces, and after damp wiping tasks.



## BEFORE DAMP WIPING

1. Wear PPE appropriate for assessed risk
  - Perform hand hygiene and put on disposable gloves
2. Prepare cleaning cart with appropriate equipment and supplies
3. Prepare adequate supply of cleaning cloths (several cloths are needed to clean one area)

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container
- If using a spray bottle, spray solution directly onto cleaning cloth –not item

<p><b>WIPING SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Change cleaning cloth when: <ul style="list-style-type: none"> <li>• Cloth is no longer damp</li> <li>• Both sides have been used</li> <li>• Cleaning blood and other body fluid spills</li> </ul> </li> <li>2. Change cleaner disinfectant solution after cleaning: <ul style="list-style-type: none"> <li>• Heavily soiled/dirty area</li> <li>• Blood and other body fluid spill</li> <li>• Emergency/trauma room</li> <li>• Utility room</li> <li>• Reprocessing/sterilization area</li> <li>• 3 rooms or areas</li> <li>• Whenever the solution is visibly dirty/cloudy or smells bad</li> </ul> </li> <li>3. Clean by: <ul style="list-style-type: none"> <li>• Wiping each part of surface once (more times if very dirty)</li> <li>• Overlapping passes by 2 to 5 cm (1 to 2 in)</li> </ul> </li> <li>4. When cloths are used/dirty: <ul style="list-style-type: none"> <li>• If reusable, place into plastic bag/container for laundering</li> <li>• If disposable, discard into waste container</li> </ul> </li> <li>5. Allow surfaces to air dry thoroughly respecting contact time of cleaner disinfectant solution</li> <li>6. Follow the 3 basic principles of cleaning: <ul style="list-style-type: none"> <li>• High to low</li> <li>• Walls to centre</li> <li>• Clean to dirty</li> </ul> </li> <li>7. Pay particular attention to visibly dirty spots and high-touch surfaces: <ul style="list-style-type: none"> <li>• Door knobs and frames</li> <li>• Light switches</li> <li>• Telephones</li> <li>• Dispensers</li> </ul> </li> </ol>
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<b>AFTER DAMP WIPING</b>	<ol style="list-style-type: none"><li>1. Remove gloves and other PPE and perform hand hygiene</li><li>2. Put on clean disposable gloves and other PPE (as appropriate) before cleaning next area</li><li>3. Take dirty reusable cloths to laundry room<ul style="list-style-type: none"><li>• Launder later in shift</li><li>• Throw away frayed or torn cleaning cloths</li></ul></li><li>4. Clean used buckets and containers</li></ol>
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# Notes

# DUST MOPPING



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HANDOUT #6



**Dust mopping removes dirt and other debris from the floor. It should be done daily and more often if needed.**



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>→ Watch out for any sharp or other potentially hazardous items in work area</li><li>→ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>→ Perform hand hygiene before putting on and after removing disposable gloves</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>→ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Dust mop</li><li>• Mop heads</li><li>• Dust pan and broom/brush</li><li>• Putty knife</li><li>• Tongs</li><li>• Plastic bag/container for dirty mop heads</li><li>• Wet floor sign</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for dust mopping is separated into 3 main sections: before dust mopping, preparing the floor, and dust mopping tasks.



<b>BEFORE DUST MOPPING</b>	<ol style="list-style-type: none"><li>1. Remember that dust mopping is done before damp mopping and that it is not done in washrooms:<ul style="list-style-type: none"><li>• Choose the right mop head to fit mop frame</li><li>• New mop heads must be washed before using</li><li>• Mop heads must be changed frequently</li></ul></li><li>2. Change mop head:<ul style="list-style-type: none"><li>• After cleaning 3 rooms or areas</li><li>• After cleaning a heavily soiled/dirty area</li><li>• When it is visibly soiled or smells bad</li></ul></li></ol>
<b>PREPARING THE FLOOR</b>	<ol style="list-style-type: none"><li>1. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li><li>2. Set up wet floor sign to caution people</li><li>3. Pick up large pieces of garbage and discard in waste container</li><li>4. Dry any wet spots on floor</li><li>5. Use putty knife to remove sticky substances<ul style="list-style-type: none"><li>• Be careful not to gouge or damage floor</li><li>• Wipe putty knife off with cleaner/disinfectant solution</li></ul></li><li>6. If needles or sharp objects are found:<ul style="list-style-type: none"><li>• Bring a sharps container to where sharps are</li><li>• Do not pick up sharps with fingers - use tongs</li><li>• Place immediately into sharps container</li></ul></li><li>7. Remove easily movable items from cleaning path and put them back after floor care is finished</li></ol>



**DUST  
MOPPING**

1. To dust mop a room:
  - Hold mop at 45°
  - Drag, then push the mop
  - Work in straight, overlapping lines
  - Keep mop head in contact with floor
2. Never shake mop head
3. Dust mop rooms first, then hallways

Rooms	Hallways
Mops are usually up to 60 cm (24 in) wide	Mops are usually up to 120 cm (48 in) wide
Starting in the furthest corner, use a drag-and-push stroke	Use a push stroke

4. Dust mop entire floor starting from back of room collecting dirt
  - Never push dust/debris to another room or hall
  - In small spaces, push dirt into one pile
  - In large spaces, push dirt into several piles so as not to push dirt over long distances
  - Pick up collected dirt with broom and dustpan
  - Empty carefully into waste container so as not to cause dust to go into air
  - Never dust mop in washroom, use a broom to sweep instead
5. Replace mop head as needed
  - Launder dirty mop heads later in shift
6. Remove the wet floor sign
7. Remove gloves and perform hand hygiene

# Notes

# SWEEPING



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HANDOUT #7



In healthcare facilities, sweeping is usually done in the following areas: the loading dock, the compactor or garbage holding area, the entrances and driveways, as well as the washrooms.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Sweeping broom</li> <li>• Push broom</li> <li>• Putty knife</li> <li>• Cleaning cloths</li> <li>• Bucket</li> <li>• Dust pan</li> <li>• Non-abrasive scrub pad</li> <li>• Plastic bag/container for dirty cloths</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for sweeping is separated into 2 main sections: before sweeping, and sweeping tasks.



BEFORE SWEEPING	<ol style="list-style-type: none"><li>1. Perform hand hygiene and put on disposable gloves</li><li>2. Set up wet floor sign to caution people</li><li>3. Remove easily movable items from cleaning path and put them back after floor has thoroughly dried</li><li>4. Use putty knife to remove sticky substances<ul style="list-style-type: none"><li>• Be careful not to gouge or damage floor</li><li>• Wipe putty knife off with cleaner disinfectant solution</li></ul></li></ol>				
SWEEPING	<ol style="list-style-type: none"><li>1. Grasp broom handle in middle and on top</li><li>2. Stand sideways so one side of body is facing area to be cleaned</li><li>3. Keep feet planted firmly on floor with one foot in front<ul style="list-style-type: none"><li>• Wear enclosed footwear</li></ul></li><li>4. When sweeping:<table><tr><th>Small spaces</th><th>Large spaces</th></tr><tr><td><ul style="list-style-type: none"><li>• Example: washroom</li><li>• Use sweeping broom</li><li>• One dirt pile</li></ul></td><td><ul style="list-style-type: none"><li>• Example: loading dock</li><li>• Use push broom</li><li>• Many dirt piles</li></ul></td></tr></table></li><li>5. Sweep pile of dirt into dust pan, and dump it carefully into waste container</li><li>6. Remove wet floor sign</li><li>7. Remove gloves and perform hand hygiene</li></ol>	Small spaces	Large spaces	<ul style="list-style-type: none"><li>• Example: washroom</li><li>• Use sweeping broom</li><li>• One dirt pile</li></ul>	<ul style="list-style-type: none"><li>• Example: loading dock</li><li>• Use push broom</li><li>• Many dirt piles</li></ul>
Small spaces	Large spaces				
<ul style="list-style-type: none"><li>• Example: washroom</li><li>• Use sweeping broom</li><li>• One dirt pile</li></ul>	<ul style="list-style-type: none"><li>• Example: loading dock</li><li>• Use push broom</li><li>• Many dirt piles</li></ul>				

# Notes



# DAMP MOPPING



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HANDOUT #8



**Damp mopping removes dirt and other debris from the floor. It should be done daily, and more often if needed.**



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Practice proper lifting procedures</li> <li>➔ Use chemicals as directed by manufacturer's procedure and according to WHMIS regulations</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Damp mop</li> <li>• Mop heads</li> <li>• Bucket and wringer</li> <li>• Plastic bag/container for dirty mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for damp mopping is separated into 3 main sections: before damp mopping, damp mopping, and after damp mopping tasks.



## BEFORE DAMP MOPPING

1. Remember that damp mopping is done after dust mopping
  - Choose the right mop head to fit the mop frame
  - New mop heads must be washed before using
  - Mop heads must be changed frequently
  - Same guidelines apply regardless of the type of mop head used
2. Change mop heads and cleaner/disinfectant solution:
  - After cleaning 3 rooms or areas
  - After cleaning heavily soiled/dirty area
  - After cleaning blood or other body fluid spill
  - When visibly soiled or smells bad
3. Wear PPE appropriate for assessed risk
  - Perform hand hygiene and put on disposable gloves
4. Set up wet floor sign to caution people
5. Remove easily movable items from cleaning path

<p><b>DAMP MOPPING</b></p>	<ol style="list-style-type: none"> <li>1. Put the mop head in cleaner disinfectant solution bucket <ul style="list-style-type: none"> <li>• Wring out the mop head so that it is damp, but not dripping</li> </ul> </li> <li>2. Push the mop around baseboards and remove dirt from corners</li> <li>3. Mop the floor using either of these methods: S-stroke: <ul style="list-style-type: none"> <li>• Place mop in front of body</li> <li>• Keep one foot slightly in front and back straight</li> <li>• Use side-to-side motion, making “C” turn at end of each stroke</li> <li>• Overlap strokes and step backwards</li> <li>• Flip or turn mop every 3 to 4 strokes</li> </ul> Figure 8-stroke: <ul style="list-style-type: none"> <li>• Same as S-stroke method, except in ‘Figure 8’ shape</li> <li>• Very effective stroke as it overlaps on itself</li> </ul> </li> <li>4. Rub mop back and forth to remove spots or scuff marks</li> <li>5. Mop 3 m X 3 m (10 ft X 10 ft) area <ul style="list-style-type: none"> <li>• Rinse mop in bucket and wringer</li> <li>• Mop next section of floor</li> </ul> </li> <li>6. When mopping large common areas: <ul style="list-style-type: none"> <li>• Mop one side of area</li> <li>• Allow it to air dry thoroughly</li> <li>• Move items back to clean side</li> <li>• Mop other side</li> </ul> </li> </ol>
<p><b>AFTER DAMP MOPPING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. After floor is dry, put items back in their proper place <ul style="list-style-type: none"> <li>• Remove the wet floor sign</li> </ul> </li> <li>3. Take dirty mop heads to be laundered later in shift</li> <li>4. Clean used equipment: <ul style="list-style-type: none"> <li>• Empty bucket and wringer</li> <li>• Wipe mop handle, bucket and wringer with cleaner disinfectant solution</li> <li>• Allow to air dry thoroughly</li> </ul> </li> </ol>

# Notes

# VACUUMING

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HANDOUT #9





**Vacuuming removes dirt from mats and carpets and should be done daily and more often if needed.**



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>→ Watch out for any sharp or other potentially hazardous items in work area</li><li>→ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>→ Perform hand hygiene before putting on and after removing disposable gloves</li><li>→ Practice proper lifting procedures</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>→ Lightweight vacuum with a HEPA filter and swivel wheels</li><li>→ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Bucket</li><li>• Cleaning cloths</li><li>• Plastic bag/container for dirty cloths</li><li>• Vacuum bags</li></ul></li></ul>



# CLEANING PROCEDURE

The procedure for vacuuming is separated into 2 main sections: vacuuming, and after vacuuming tasks.



<b>VACUUMING</b>	<ol style="list-style-type: none"><li>1. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li><li>2. Remove easily movable items from cleaning path and put them back afterwards</li><li>3. Use lightweight vacuum with HEPA filter and swivel wheels</li><li>4. Keep elbows near body<ul style="list-style-type: none"><li>• Avoid moving elbows behind body</li></ul></li><li>5. Stand upright and avoid bending forward</li><li>6. Keep wrist and hand level with forearm<ul style="list-style-type: none"><li>• Adjust grip position as needed</li><li>• Do not overreach</li></ul></li><li>7. Move legs, not back</li><li>8. Use proper attachments and a step stool if necessary when vacuuming elevated surfaces</li></ol>
<b>AFTER VACUUMING</b>	<ol style="list-style-type: none"><li>1. Return vacuum to utility storage room</li><li>2. Clean vacuum after each use<ul style="list-style-type: none"><li>• Wipe inside and outside with cleaner disinfectant solution</li><li>• Check vacuum bag and change it if needed</li></ul></li><li>3. Be careful not to rip or tear bag when changing or emptying it</li><li>4. Turn head away when removing bag</li><li>5. Remove gloves and perform hand hygiene</li></ol>

## Notes

# MACHINE SCRUBBING / BUFFING



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HANDOUT #10



Machine scrubbing not only cleans the floor, but also removes stubborn dirt and debris from it. It is recommended to buff after scrubbing to return the shine to the floor.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Receive training and know how to operate machine scrubber and its attachments and brushes</li> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Machine scrubber with appropriate floor pads</li> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Dust mop</li> <li>• Damp mops (2)</li> <li>• Mop heads</li> <li>• Bucket and wringer with appropriate floor cleaner*</li> <li>• Bucket and wringer with clean water</li> <li>• Putty knife</li> <li>• Plastic bag/container for dirty mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul> <p>*While this procedure will discuss steps in preparing floors using a mop and floor cleaner, some scrubbing machines have a floor cleaner product inside the machine.</p>

# CLEANING PROCEDURE

The procedure for machine scrubbing and buffing is separated into 4 main sections: before scrubbing, preparing the floor, scrubbing the floor, and after scrubbing tasks.



<b>BEFORE SCRUBBING</b>	<ol style="list-style-type: none"><li>1. Separate floor pads for scrubbing and for buffing are needed</li><li>2. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li></ol>
<b>PREPARING THE FLOOR</b>	<ol style="list-style-type: none"><li>1. Remove easily movable items from cleaning path</li><li>2. Use putty knife to remove sticky substance<ul style="list-style-type: none"><li>• Be careful not to gouge or damage floor</li><li>• Wipe with cleaner disinfectant solution after use</li></ul></li><li>3. Dust mop floor</li><li>4. Set up wet floor sign to caution people</li></ol>
<b>SCRUBBING THE FLOOR</b>	<ol style="list-style-type: none"><li>1. Dip mop into bucket of floor cleaner and wring it out so that it is not dripping</li><li>2. Divide floor into 3 m X 3 m sections<ul style="list-style-type: none"><li>• Mop floor using S-stroke or Figure 8-stroke</li></ul></li><li>3. Scrub wet 3 m X 3 m floor sections by moving machine scrubber back and forth</li></ol>

<p><b>AFTER SCRUBBING</b></p>	<ol style="list-style-type: none"> <li>1. Mop area with damp mop and clean water <ul style="list-style-type: none"> <li>• Mop using S-stroke or Figure 8-stroke until all water and loosened dirt is collected</li> </ul> </li> <li>2. Check for dirt residue by swiping a clean cloth on floor <ul style="list-style-type: none"> <li>• If cloth is dirty, mop again with clean water</li> </ul> </li> <li>3. Buff floor with appropriate pad</li> <li>4. Remove wet floor sign</li> <li>5. Put back items that were moved</li> <li>6. Return all equipment and supplies to utility storage room</li> <li>7. Clean used equipment</li> <li>8. Remove gloves and perform hand hygiene</li> </ol>
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## Notes



# CLEANING BLOOD AND OTHER BODY FLUID SPILLS



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HANDOUT #11



**Spills of blood and other body fluids must be contained, cleaned and disinfected immediately to prevent injuries and prevent the spread of germs.**



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>→ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>→ Perform hand hygiene before putting on and after removing disposable gloves</li><li>→ Do not leave any cleaning tools/products behind</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>→ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Paper towels</li><li>• Absorbent spill products</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket for cleaning cloths</li><li>• Damp mop</li><li>• Bucket and wringer</li><li>• Mop heads</li><li>• Plastic bag/container for dirty mop heads and cloths</li><li>• Biomedical waste bag</li><li>• Wet floor sign</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for cleaning blood and other body fluid spills is separated into 3 main sections: before cleaning the spill, cleaning the spill, and after cleaning the spill tasks.



## BEFORE CLEANING SPILL

1. Do a risk assessment by inspecting area
  - Assess how large and where spill is located
  - Determine equipment and supplies needed
2. Set up wet floor sign to caution people
3. Prepare cleaning cart with appropriate equipment and supplies
4. Wear PPE appropriate for assessed risk
  - Perform hand hygiene and put on disposable gloves
5. Limit spread of spill by covering with paper towels or absorbent product

<p><b>CLEANING THE SPILL</b></p>	<ol style="list-style-type: none"> <li>1. Wipe up spill completely using paper towels and avoid splashing <ul style="list-style-type: none"> <li>• Note that cleaner disinfectant solution is not as effective if used directly on blood or other body fluids</li> </ul> </li> <li>2. Discard dirty paper towels into general waste container <ul style="list-style-type: none"> <li>• If saturated/dripping, place paper towels into biomedical waste bag/container</li> </ul> </li> <li>3. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>4. Wipe contaminated surfaces using cleaner disinfectant solution and cleaning cloths <ul style="list-style-type: none"> <li>• Allow surfaces to air dry thoroughly</li> </ul> </li> <li>5. If spill was on floor: <ul style="list-style-type: none"> <li>• Mop using cleaner disinfectant solution</li> <li>• Mop should not be dripping</li> <li>• Allow floor to air dry thoroughly</li> </ul> </li> <li>6. If spill was on carpeted area: <ul style="list-style-type: none"> <li>• Restrict access to this area</li> <li>• Notify supervisor to arrange for carpet cleaning</li> </ul> </li> </ol>
<p><b>AFTER CLEANING SPILL</b></p>	<ol style="list-style-type: none"> <li>1. Place used cleaning cloths and mop head in bag/container to launder later in shift</li> <li>2. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Remove other PPE and perform hand hygiene</li> </ul> </li> <li>3. Take cleaning equipment to soiled utility room <ul style="list-style-type: none"> <li>• Pour cleaner disinfectant solution down designated drain</li> <li>• Clean and disinfect all used equipment</li> </ul> </li> <li>4. Remove wet floor sign from spill area</li> </ol>

## Notes

# CLEANING BEDS, STRETCHERS, AND EXAM TABLES

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HANDOUT #12





**Beds, stretchers, and examination (exam) tables should be cleaned when visibly dirty and between each patient/client/resident. In addition, clean occupied beds weekly, stretchers daily, and examination tables daily.**



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li><li>➔ Do not leave any cleaning tools/products behind</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>➔ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Non-abrasive scrubbing pads</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• Plastic bag/container for dirty cloths</li></ul></li></ul>



# CLEANING PROCEDURE

The procedure for cleaning beds, stretchers, and exam tables is separated into 4 main sections: before cleaning, bed and stretcher, bed/stretcher wheels and exam tables, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li><li>2. Move bed/stretcher away from wall<ul style="list-style-type: none"><li>• Make sure to re-lock wheels</li></ul></li><li>3. Raise bed to suitable working level</li><li>4. Inspect mattress for damages, cracks or holes and report any concerns to supervisor</li><li>5. Inspect mattress for bed bugs and immediately report any bugs to nurse-in-charge and supervisor</li><li>6. Remove pillowcases and linens and place them in hamper/bag for laundering</li></ol>
<b>BED &amp; STRETCHER</b>	<ol style="list-style-type: none"><li>1. Wipe surfaces using cleaning cloths with cleaner disinfectant solution</li><li>2. Mattress cleaning:<ul style="list-style-type: none"><li>• Wipe top and sides</li><li>• Lift mattress and wipe its bottom surface</li><li>• Remove mattress and allow it to air dry</li></ul></li><li>3. Frame cleaning:<ul style="list-style-type: none"><li>• Raise head and foot</li><li>• Wipe entire frame, including top, sides and bottom</li><li>• Raise hand rails to upright position</li><li>• Wipe hand rails and bed controls</li></ul></li><li>4. Allow surfaces to air dry thoroughly</li></ol>

<p><b>BED/STRETCHER WHEELS &amp; EXAM TABLES</b></p>	<ol style="list-style-type: none"> <li>1. Bed/stretcher wheel cleaning: <ul style="list-style-type: none"> <li>• Roll one wheel onto cleaning cloth dampened with cleaner disinfectant solution</li> <li>• Wipe each wheel</li> <li>• Use a non-abrasive scrub pad to remove stubborn dirt</li> </ul> </li> <li>2. Exam table cleaning: <ul style="list-style-type: none"> <li>• Wipe all surfaces of mattress</li> <li>• Raise head and foot of table to wipe underneath, if possible</li> <li>• Wipe high-touch areas (e.g., handles and stirrups)</li> <li>• Wipe outside, then inside of attached drawers and cupboards</li> </ul> </li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. Return bed to flat position</li> <li>3. Lower hand rails</li> <li>4. Place mattress correctly onto bed frame <ul style="list-style-type: none"> <li>• Turn mattress periodically</li> </ul> </li> <li>5. Follow facility's protocol to make up bed/stretcher/exam table: <ul style="list-style-type: none"> <li>• Put bedding on a bed/stretcher</li> <li>• Put paper cover or bedding on exam table</li> <li>• Put pillow covers on pillows</li> </ul> </li> <li>6. Reposition bed/stretcher and lock wheels</li> <li>7. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>8. Report any maintenance concerns to supervisor</li> </ol>

## Notes

# CLEANING SINKS



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HANDOUT #13



Sinks can be found in many areas in a healthcare facility including clinical rooms, washrooms, and kitchens. Sinks need to be cleaned daily, more frequently if needed.



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li><li>➔ Do not leave any cleaning tools/products behind</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>➔ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner/disinfectant solution</li><li>• Glass cleaner</li><li>• Non-abrasive cleaner</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• Paper towels</li><li>• Plastic bag/container for dirty cloths</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for cleaning sinks is separated into 3 main sections: before cleaning, cleaning the sink, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Prepare cleaning cart with appropriate equipment and supplies</li><li>2. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li><li>3. Remove any items from sink and immediate counter area</li><li>4. If dishes in kitchen sink:<ul style="list-style-type: none"><li>• Follow facility's protocol for dishwashing</li></ul></li></ol>
<b>CLEANING THE SINK</b>	<ol style="list-style-type: none"><li>1. Use non-abrasive cleaner to remove stains<ul style="list-style-type: none"><li>• Work in circular motion inside sink</li><li>• Rinse with tap water</li></ul></li><li>2. Wipe all sink surfaces using cleaner disinfectant solution<ul style="list-style-type: none"><li>• Allow to air dry</li><li>• Rinse with tap water and wipe dry with paper towels/clean cloth</li></ul></li><li>3. Polish faucet and taps with glass cleaner</li><li>4. Wipe countertop and allow to air dry thoroughly</li><li>5. Wipe pipes under sink and allow to air dry</li></ol>

<b>AFTER CLEANING</b>	<ol style="list-style-type: none"><li>1. Return moved items to proper place</li><li>2. Collect any waste made during cleaning and discard it into waste container</li><li>3. Put used cloths into bag/container to launder later in shift</li><li>4. Leave no cleaning tools/products behind</li><li>5. Remove gloves and perform hand hygiene</li><li>6. When all cleaning is completed:<ul style="list-style-type: none"><li>• Return cleaning supplies to utility storage room</li><li>• Clean used equipment</li></ul></li><li>7. Report any maintenance concerns to supervisor</li></ol>
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## Notes

# CLEANING TUBS AND SHOWERS



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HANDOUT #14



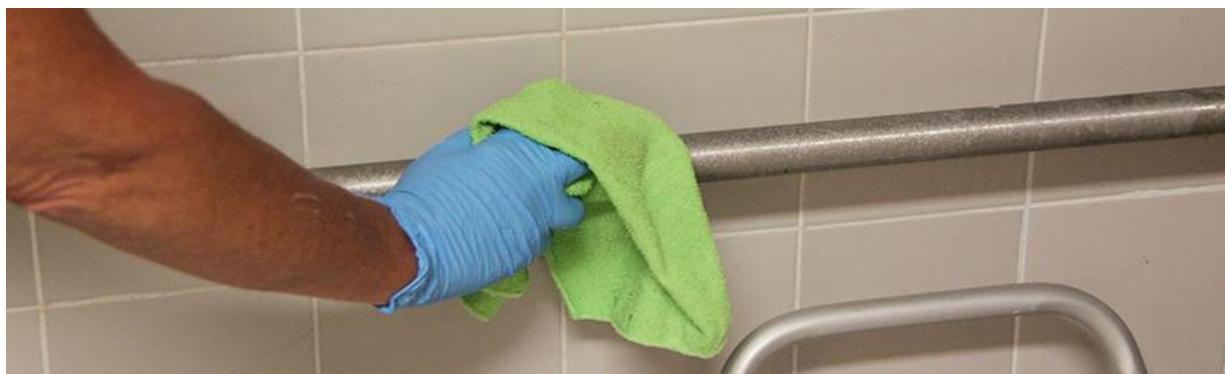
When cleaning tubs or showers, pay special attention to mould growth and leaking taps or pipes, and immediately report any issues to supervisor. Tubs and showers should be cleaned and disinfected daily, or more frequently if needed.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Do not leave any cleaning tools/products behind</li> <li>➔ Report mould and leaky taps or pipes immediately to supervisor</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Non-abrasive tile cleaner</li> <li>• Glass cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Damp mop</li> <li>• Mop heads</li> <li>• Bucket with wringer</li> <li>• Non-abrasive scrub brush</li> <li>• Paper towels</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning tubs and showers is separated into 4 main sections: before cleaning, tub and shower, chrome surfaces/curtains/floor, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Prepare cleaning cart with appropriate equipment and supplies</li><li>2. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li><li>3. Set up wet floor sign to caution people</li></ol>
<b>TUB AND SHOWER</b>	<ol style="list-style-type: none"><li>1. Pre-soak heavy soiled and hard-to-reach areas with non-abrasive tile cleaner<ul style="list-style-type: none"><li>• Scrub with non-abrasive scrub brush</li><li>• Rinse with tap water</li></ul></li><li>2. Wipe all surfaces using cleaner disinfectant solution<ul style="list-style-type: none"><li>• Walls</li><li>• Taps</li><li>• Chrome fixtures</li><li>• Grab bars</li></ul></li><li>3. Scrub tub or shower floor using a non-abrasive scrub brush and cleaner disinfectant solution<ul style="list-style-type: none"><li>• Allow to air dry thoroughly</li></ul></li><li>4. Turn shower on to rinse off any product<ul style="list-style-type: none"><li>• Dry walls/tiles with clean cloth</li><li>• Check for any streaking on walls/tiles</li></ul></li></ol>

<p><b>CHROME SURFACES / CURTAINS / FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Polish chrome and glass surfaces with glass cleaner and paper towels</li> <li>2. Place used cloths into bag/container to launder later in shift</li> <li>3. Inspect and change shower curtains monthly or more frequently if dirty or as per facility's cleaning schedule <ul style="list-style-type: none"> <li>• Place curtains into linen hamper/bag</li> <li>• Take them to laundry for washing</li> </ul> </li> <li>4. Damp mop floor with cleaner disinfectant solution</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. Remove wet floor sign when floor is dry</li> <li>3. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>4. Report any maintenance concerns to supervisor</li> </ol>

## Notes

# CLEANING TOILETS

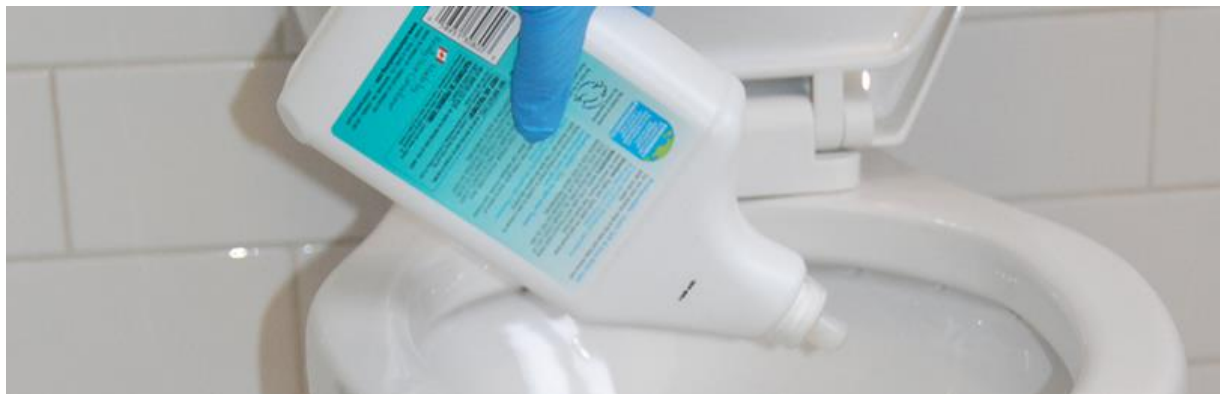
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HANDOUT #15





Toilets are used frequently, and require thorough cleaning due to the potential presence of infectious blood and other body fluids. Toilets are cleaned at least daily, and more often depending on the frequency of use and need to be cleaned.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Do not leave any cleaning tools/products behind</li> <li>➔ Never carry toilet brushes from room to room</li> <li>➔ In rooms with additional precautions, brushes must be thrown away as part of discharge/terminal cleaning</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner disinfectant solution</li> <li>• Toilet bowl cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Toilet brush</li> <li>• Bucket</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning toilets is separated into 4 main sections: before cleaning, toilet bowl, toilet surfaces, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Prepare cleaning cart with appropriate equipment and supplies</li><li>2. Perform hand hygiene and put on disposable gloves</li><li>3. Set up wet floor sign to caution people</li><li>4. Remove any items from around toilet<ul style="list-style-type: none"><li>• Put items back after cleaning</li></ul></li></ol>
<b>TOILET BOWL</b>	<ol style="list-style-type: none"><li>1. Flush toilet with lid down</li><li>2. Pour toilet cleaner disinfectant solution into bowl<ul style="list-style-type: none"><li>• Apply solution as close to rim as possible</li></ul></li><li>3. Use toilet brush and force water over trap to clean below water line<ul style="list-style-type: none"><li>• Move brush in a rapid up-and-down motion</li></ul></li><li>4. Remove gloves and perform hand hygiene<ul style="list-style-type: none"><li>• Put on clean disposable gloves</li></ul></li><li>5. Allow cleaner disinfectant solution to soak in bowl for contact time specified by product<ul style="list-style-type: none"><li>• Perform other cleaning tasks in washroom</li></ul></li><li>6. Flush toilet</li></ol>

<p><b>TOILET SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Wipe all outside surfaces of toilet, from high to low: <ul style="list-style-type: none"> <li>• Tank and lid</li> <li>• Flush handle</li> <li>• Seat</li> <li>• Outer rim and bowl</li> <li>• Base</li> </ul> </li> <li>2. Change cleaning cloth as needed <ul style="list-style-type: none"> <li>• Place used cloth in bag/container to launder later</li> <li>• Never use same cloth to clean other items</li> </ul> </li> <li>3. Wipe wall around toilet</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Leave no cleaning tools/products behind</li> <li>2. In clinical areas, a separate toilet brush should remain with each toilet and be changed as per facility's cleaning schedule</li> <li>3. Remove gloves and perform hand hygiene</li> <li>4. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>5. Report any maintenance concerns to supervisor</li> </ol>

# Notes

# MAINTAINING AND REFILLING PRODUCT DISPENSERS



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HANDOUT #16



Healthcare facilities use different types of product dispensers. Be familiar with the types of products and dispensers used in the facility and check them daily.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Never leave any cleaning tools/products behind</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Glass cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Non-abrasive scrub pads</li> <li>• Plastic bag/container for used cloths</li> <li>• Refills of hand soap, hand sanitizer, and other liquid products</li> <li>• Paper hand towels</li> <li>• Toilet paper</li> <li>• Toilet seat cover</li> <li>• Feminine hygiene products</li> <li>• Batteries</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning product dispensers is separated into 7 main sections: before cleaning, cartridge dispensers, liquid product dispensers, paper hand towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and feminine hygiene product dispensers.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Prepare cleaning cart with appropriate equipment and supplies</li><li>2. Carry dispenser keys for all dispensers</li><li>3. Perform hand hygiene and put on disposable gloves</li></ol>
<b>CARTRIDGE DISPENSERS</b>	<ol style="list-style-type: none"><li>1. Unlock dispenser and leave key in lock<ul style="list-style-type: none"><li>• Check if dispenser needs to be refilled</li></ul></li><li>2. Remove empty product cartridge</li><li>3. Wipe dispenser using cleaner disinfectant solution</li><li>4. Refill dispenser with new cartridge</li><li>5. Lock dispenser</li><li>6. Polish chrome surfaces with glass cleaner and paper towels</li><li>7. Pump small amount to check if dispenser is working</li></ol>



## LIQUID PRODUCT DISPENSERS

### Reminder

Dispensers:

- Never 'top up' liquid products as this will increase risk of germ growth

1. Clean dispenser when liquid product:
  - Is used up
  - Looks contaminated/different colour
  - Smells bad
2. Open dispenser and take to sink to clean, if possible
  - Remove any remaining product
  - Fill dispenser with cleaner disinfectant solution and soak
  - Pour out solution and rinse with tap water
3. Soak pump part in warm water, and pump until it runs clear
4. Wipe dispenser inside and outside using cleaner disinfectant solution
  - Allow to air dry thoroughly
5. Refill dispenser with fresh liquid product
6. Close dispenser and lock it, if possible
7. Pump small amount of liquid product to check if dispenser is working

<p><b>PAPER HAND TOWEL DISPENSERS</b></p>	<p><b>Reminder</b></p> <div data-bbox="521 191 1395 331" style="border: 1px solid orange; padding: 10px; margin: 10px 0;"> <p>Paper hand towel dispensers include:</p> <ul style="list-style-type: none"> <li>• C-fold, multi-fold, single-fold, roll and touchless</li> </ul> </div> <ol style="list-style-type: none"> <li>1. Check if dispenser needs refilling</li> <li>2. Wipe inside and outside of empty dispenser using cleaner disinfectant solution</li> <li>3. Refill with paper hand towels <ul style="list-style-type: none"> <li>• Do not overfill it</li> </ul> </li> <li>4. Make sure all paper hand towels are facing right-side up and in same direction <ul style="list-style-type: none"> <li>• Single or multi-fold towels must be interwoven</li> </ul> </li> <li>5. Touchless dispensers need regular battery changes <ul style="list-style-type: none"> <li>• Monitor and change battery if light flickers</li> </ul> </li> </ol>
<p><b>TOILET PAPER DISPENSERS</b></p>	<p><b>Reminder</b></p> <div data-bbox="521 919 1401 1316" style="border: 1px solid orange; padding: 10px; margin: 10px 0;"> <p>Toilet paper dispensers:</p> <ul style="list-style-type: none"> <li>• May dispense single-sheet, single-roll or double-roll or jumbo-roll toilet paper</li> <li>• Single-roll dispensers: a nearly empty roll of toilet paper can be replaced with new roll, but do not leave more than one replacement roll</li> <li>• Double or jumbo-roll dispensers must be completely or nearly empty before they are refilled</li> </ul> </div> <ol style="list-style-type: none"> <li>1. Open dispenser and remove empty (or nearly empty) roll</li> <li>2. Wipe inside and outside of dispenser using cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> </ul> </li> <li>3. Refill dispenser with new toilet paper roll</li> </ol>

<b>TOILET SEAT COVER DISPENSERS</b>	<ol style="list-style-type: none"> <li>1. Open dispenser and remove empty packaging</li> <li>2. Wipe inside and outside of dispenser using cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> </ul> </li> <li>3. Refill dispenser with new package of toilet seat covers</li> <li>4. Take out a single toilet seat cover to check if dispenser is working</li> </ol>
<b>FEMININE HYGIENE PRODUCT DISPENSERS</b>	<ol style="list-style-type: none"> <li>1. Open dispenser and check if it needs refilling</li> <li>2. If empty, wipe inside and outside of dispenser using cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> </ul> </li> <li>3. Refill dispenser with feminine hygiene products</li> <li>4. Know procedure for collecting money from dispenser</li> </ol>

## Notes

# CLEANING EXAMINATION / TREATMENT ROOMS



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HANDOUT #17



**Examination and treatment rooms must be cleaned daily, and more frequently if needed.**



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>→ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>→ Perform hand hygiene before putting on and after removing disposable gloves</li><li>→ Do not leave any cleaning tools/products behind</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>→ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Glass cleaner</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• High dust wand</li><li>• Dust mop</li><li>• Damp mop</li><li>• Bucket and wringer</li><li>• Mop heads</li><li>• Plastic bag/container for dirty cloths and mop heads</li><li>• Wet floor sign</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for cleaning examination and treatment rooms is separated into 4 main sections: before cleaning, walls and furniture, sink/waste/sharps containers/floor, and after cleaning tasks.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Set up wet floor sign to caution people
3. Position cleaning cart outside room
  - Do not block traffic with cart
4. Prepare an adequate supply of cleaning cloths (several cloths are needed to clean one area)

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner disinfectant solution



<p><b>WALLS AND FURNITURE</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low,' 'walls to centre,' 'clean to dirty'</li> <li>2. If room is empty, dust ceiling lights, wall vents and high ledges</li> <li>3. Start by door, move clockwise around room to clean: <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items</li> </ul> </li> <li>4. Damp wipe all high-touch items such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>5. Polish chrome and glass surfaces with glass cleaner and paper towels</li> <li>6. Wipe all horizontal surfaces in room including tables and chairs</li> <li>7. Inspect and remove any privacy curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> <li>8. Use fresh cloths to wipe all surfaces of exam table including mattress pad, legs and base: <ul style="list-style-type: none"> <li>• Raise head and foot of table to wipe underneath, if possible</li> <li>• Wipe high-touch areas (e.g., handles and stirrups)</li> <li>• Wipe outside, then inside of attached drawers/cupboards</li> </ul> </li> </ol>
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<p><b>SINK / WASTE AND SHARPS CONTAINERS / FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Wipe all surfaces of sink, taps and faucet: <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe counter and plumbing pipes underneath sink</li> </ul> </li> <li>2. Empty waste containers and tie liner bags <ul style="list-style-type: none"> <li>• Put tied waste bags outside room on cart for proper disposal later</li> </ul> </li> <li>3. Wipe outside then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cloth on any other surfaces!</li> </ul> </li> <li>4. Wipe sides and bottoms of sharps container <ul style="list-style-type: none"> <li>• Never wipe top</li> <li>• If 3/4 full or contents are up to fill line, close lid tightly and replace with new sharps container</li> <li>• Correctly dispose of full sharps container</li> </ul> </li> <li>5. Remove easily moveable items from cleaning path</li> <li>6. Dust mop entire floor starting from back of room collecting dirt into pile or piles <ul style="list-style-type: none"> <li>• Never push dust/debris to another room or hall</li> <li>• Pick up collected dirt with broom and dustpan</li> </ul> </li> <li>7. Damp mop entire floor starting from back of room <ul style="list-style-type: none"> <li>• Mop around and under exam table, working towards door</li> </ul> </li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. Hang fresh privacy curtains, if needed</li> <li>6. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> </ol>

## Notes

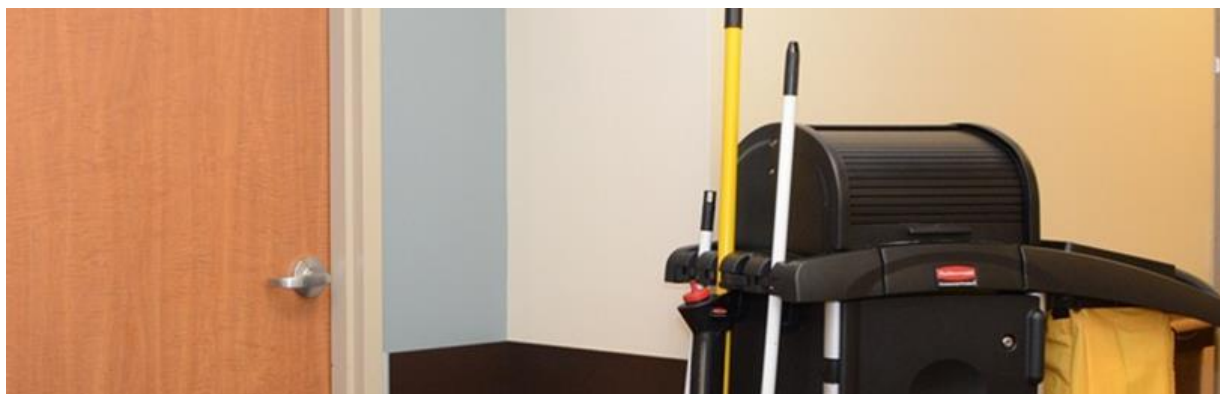
# ROUTINE CLEANING OF PATIENT, CLIENT AND RESIDENT ROOMS



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HANDOUT #18



Patient, client and resident rooms are rooms in which people stay in for days or longer. Proper daily cleaning is required to remove and minimize the spread of germs.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Check room door for isolation signs, any PPE and additional precautions needed, and other instructions <ul style="list-style-type: none"> <li>• If present, check with nurse before entering room</li> </ul> </li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Glass cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• High dust wand</li> <li>• Dust mop</li> <li>• Damp mop</li> <li>• Bucket and wringer</li> <li>• Mop heads</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for routine cleaning of patient, client and resident rooms is separated into 6 main sections: before cleaning, walls and furniture, waste and sharps containers, curtains and beds, floor, and after cleaning tasks.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Position cleaning cart outside room
  - Do not block traffic with cart
3. Before entering room:
  - Knock on door and announce yourself
  - Always be respectful of patients/clients/residents
4. Prepare an adequate supply of cleaning cloths (several cloths are needed to clean one area)

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner/disinfectant solution

<b>WALLS AND FURNITURE</b>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low,' 'walls to centre,' 'clean to dirty'</li> <li>2. If room is empty, dust ceiling lights, wall vents and high ledges</li> <li>3. Start by door, move clockwise around room to clean: <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items</li> </ul> </li> <li>4. Damp wipe all high-touch items such as door frames, handles and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>5. Polish chrome and glass surfaces with glass cleaner and paper towels</li> <li>6. Wipe all horizontal surfaces in room including tables and chairs</li> </ol>
<b>WASTE AND SHARPS CONTAINERS</b>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie liner bags <ul style="list-style-type: none"> <li>• Put tied waste bags outside room on cart for proper disposal later</li> </ul> </li> <li>2. Wipe outside then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cloth on any other surfaces!</li> </ul> </li> <li>3. Wipe sides and bottom of sharps container <ul style="list-style-type: none"> <li>• Never wipe top</li> <li>• If 3/4 full or contents are up to fill line, close lid tightly and replace with new sharps container</li> <li>• Correctly dispose of sealed sharps container</li> </ul> </li> </ol>
<b>CURTAINS AND BEDS</b>	<ol style="list-style-type: none"> <li>1. Inspect and remove bedside curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> <li>2. Clean bed: if more than one bed, use fresh cleaning cloths saturated with cleaner disinfectant solution for each bed area</li> <li>3. Damp wipe bed zone surfaces, if present: <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table</li> <li>• Over-bed table</li> <li>• Call bell</li> <li>• Headboard, bedrail and footboard</li> </ul> </li> <li>4. Clean washroom as per Handout # 20</li> </ol>



## FLOOR

1. Return all cleaning supplies to cleaning cart
2. Remove easily moveable items from cleaning path
3. Dust mop entire room except washroom
4. Follow proper routine dust mopping

### Reminder

Floor care:

- Start from back of room and finish at door
- Use a broom and dust pan to collect dirt and put carefully into waste container
- For washroom, use a broom and dust pan

5. Set up wet floor sign at doorway to caution people
6. Use putty knife to remove sticky substances
  - Be careful not to gouge or damage floor
  - Wipe putty knife off with cleaner disinfectant solution
7. Damp mop room from back of room towards door
8. Damp mop washroom
9. Change your cleaner disinfectant solution and mop head frequently

### Reminder

Change mop heads and cleaner disinfectant solution:

- After cleaning 3 rooms
- After cleaning a heavily soiled or dirty area
- When solution is cloudy, visibly soiled or it smells bad
- After cleaning a blood or body fluid spill

10. Put used mop head in plastic bag/container for laundering

<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove your gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Vacuum carpeted patient rooms</li> <li>4. Put clean liners in waste containers</li> <li>5. Replenish dispenser supplies as necessary</li> <li>6. Hang fresh bedside curtains, if needed</li> <li>7. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>8. Report any maintenance concerns to supervisor</li> </ol>
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Notes

# DISCHARGE CLEANING OF PATIENT, CLIENT AND RESIDENT ROOMS



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HANDOUT #19



**Discharge cleaning includes special cleaning tasks that need to be done before the next person uses the room.**



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"><li>→ Watch out for any sharp or other potentially hazardous items in work area</li><li>→ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>→ Always perform hand hygiene before putting on and after removing disposable gloves</li><li>→ Check room door for isolation signs, any PPE and additional precautions needed, and other instructions<ul style="list-style-type: none"><li>• If present, check with nurse before entering room</li></ul></li></ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"><li>→ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner/disinfectant solution</li><li>• Glass cleaner</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• High dust wand</li><li>• Dust mop</li><li>• Damp mop</li><li>• Mop heads</li><li>• Bucket and wringer</li><li>• Plastic bag/container for dirty cloths and mop heads</li><li>• Putty knife</li><li>• Wet floor sign</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for discharge cleaning of patient, client and resident rooms follows the procedure for Routine Cleaning of Patient, Client and Resident Rooms. Its additions are separated into 2 main sections: before cleaning and cleaning tasks.



## BEFORE CLEANING

Follow the procedure for Routine Cleaning of Patient, Client and Resident Rooms with some additional steps:

1. Perform hand hygiene and put on disposable gloves
2. Strip bed and place all dirty linens (sheets, towels, and gowns) in hamper or bag
3. Close linen bag and place it outside room to take to laundry room
4. Inspect and change bedside curtains and window curtains monthly and more frequently if dirty or as per facility's cleaning schedule
5. Inspect drawers, cabinets, and washroom:
  - Throw away any disposable toiletries
  - Place disposable razors into sharps containers
  - Return shared reusable medical equipment to soiled utility area to be cleaned

<p><b>CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Use high dusting wand to dust ceiling lights, wall vents and high ledges</li> <li>2. Clean bed and pillow according to proper procedure: <ul style="list-style-type: none"> <li>• Allow mattress to air dry thoroughly</li> <li>• Check mattress for cracks or holes</li> </ul> </li> <li>3. Raise head and foot of bed frame to expose surfaces</li> <li>4. Use fresh cleaning cloths for each bed (if more than one bed in room being cleaned) to damp wipe the following items: <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table</li> <li>• Over-bed table</li> <li>• Call bell</li> <li>• Headboard, bedrail and footboard</li> <li>• All surfaces of bed frame</li> </ul> </li> <li>5. Remove gloves and perform hand hygiene</li> <li>6. Remake bed if task is part of responsibilities</li> <li>7. Continue cleaning room as per the routine cleaning procedure</li> </ol>
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## Notes



# CLEANING WASHROOMS

HANDOUT #20



All washrooms in a healthcare facility need to be cleaned at least daily. However, public washrooms and washrooms located in busy clinical areas need to be cleaned more often.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Practice proper lifting procedures</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Toilet bowl cleaner</li> <li>• Glass cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• High dust wand</li> <li>• Dust mop</li> <li>• Damp mop</li> <li>• Mop heads</li> <li>• Bucket and wringer</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning washrooms is separated into 6 main sections: before cleaning, high-touch areas, showers/tubs/sink, toilets, floor, and after cleaning tasks.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Prepare toilet for cleaning:
  - Flush toilet with lid down
  - Pour correct amount of toilet cleaner into toilet bowl
3. Use toilet brush and force water over trap to clean below water line
  - Move brush in a quick up-and-down motion
4. Remove gloves
  - Perform hand hygiene and put on clean disposable gloves
5. Allow toilet bowl cleaner to soak in bowl for contact time specified by product
  - Perform other cleaning tasks in washroom
6. Remove dirty linens (e.g., towels and gowns) and place in linen bag
7. Empty waste containers and tie liner bags

<p><b>HIGH-TOUCH AREAS</b></p>	<ol style="list-style-type: none"> <li>1. If room is empty, dust ceiling lights, wall vents and high ledges</li> <li>2. Start by door, move clockwise around room to clean: <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> </ul> </li> <li>3. Damp wipe wall-attached items: <ul style="list-style-type: none"> <li>• Mirrors and dispensers</li> <li>• Call bell and cord</li> <li>• Railings and shelves</li> <li>• Diaper changing unit in public washroom</li> <li>• Allow surfaces to air dry thoroughly</li> </ul> </li> <li>4. Damp wipe all high-touch items such as door frames, handles and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cloth frequently</li> </ul> </li> <li>5. Polish chrome and glass surfaces with a glass cleaner and paper towels</li> <li>6. Empty waste containers and tie waste bags</li> <li>7. Wipe outside, then inside of waste containers with cleaner disinfectant solution</li> </ol>
<p><b>SHOWERS / TUBS / SINK</b></p>	<ol style="list-style-type: none"> <li>1. Cleaning showers and tubs: <ul style="list-style-type: none"> <li>• Wipe inside and outside surfaces with cleaner disinfectant solution</li> <li>• Wipe taps, faucet and shower head</li> <li>• Allow to air dry respecting contact time of product</li> <li>• Scrub if necessary to remove soap scum</li> <li>• Inspect grout for mould</li> <li>• Rinse with tap water and dry with clean cloth</li> </ul> </li> <li>2. Inspect and change shower curtains monthly or more frequently if dirty or as per facility's cleaning schedule</li> <li>3. Cleaning sink, vanity, and countertop: <ul style="list-style-type: none"> <li>• Wipe inside and outside of sink</li> <li>• Wipe faucet and taps</li> <li>• If present, wipe surfaces of cupboards or vanity</li> <li>• Allow to air dry</li> <li>• Rinse sink with tap water</li> <li>• Wipe dry with clean cloth</li> <li>• Wipe plumbing pipes underneath sink</li> </ul> </li> <li>4. Polish chrome surfaces with glass cleaner and paper towels</li> </ol>

<b>TOILETS</b>	<ol style="list-style-type: none"> <li>1. Cleaning toilet: <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Wipe outside of toilet, working from high to low</li> <li>• Lift up seat and clean all surfaces</li> <li>• Wipe wall around toilet</li> </ul> </li> </ol>
<b>FLOOR</b>	<ol style="list-style-type: none"> <li>1. Set up wet floor sign at door to caution people</li> <li>2. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner disinfectant solution</li> </ul> </li> <li>3. Sweep floor with a broom <ul style="list-style-type: none"> <li>• Move all dirt from back of room towards door</li> <li>• Never use a dust mop in a washroom</li> </ul> </li> <li>4. Damp mop floor with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Mop should be damp, not dripping</li> <li>• Mop from back of room to door</li> </ul> </li> </ol>
<b>AFTER CLEANING</b>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• If hands are visibly dirty, wash with soap and water</li> </ul> </li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary <ul style="list-style-type: none"> <li>• Do not top up liquid containers</li> </ul> </li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Report any maintenance concerns to supervisor</li> </ol>

Notes





# CLEANING TOYS AND STORAGE / PLAY AREAS

HANDOUT #21



In healthcare facilities, toys that are shared between children can easily become covered with harmful germs and spread infection. Therefore, toys that have been played with need daily cleaning.



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>➔ Watch out for any sharp or other potentially hazardous items in work area</li><li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li><li>➔ Use chemicals as directed by manufacturer's procedure and according to WHMIS regulations</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>➔ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Bleach or other suitable cleaning product options</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• Paper towels</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for cleaning toys and storage or play areas is separated into 4 main sections: before cleaning, washing and rinsing, disinfecting/rinsing/drying, and storage/play areas cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Wear PPE appropriate for assessed risk<ul style="list-style-type: none"><li>• Perform hand hygiene and put on disposable gloves</li></ul></li><li>2. Set aside any unsuitable toys and discuss with supervisor before throwing out</li><li>3. Remember, unsuitable toys have:<ul style="list-style-type: none"><li>• Cloth or stuffing</li><li>• Parts that can't be cleaned easily</li><li>• Parts that are sharp or have ragged edges</li><li>• Pieces that could break off</li></ul></li></ol>
<b>WASHING AND RINSING</b>	<ol style="list-style-type: none"><li>1. Gather toys to be cleaned and take them to designated sink or cleaning area</li><li>2. Fill clean sink with warm water and wash toys with soap<ul style="list-style-type: none"><li>• Rinse well with clean water</li></ul></li><li>3. Place toys on clean cloths or paper towels</li></ol>

<p><b>DISINFECTING / RINSING / DRYING</b></p>	<ol style="list-style-type: none"> <li>1. Disinfecting: Follow these steps if using: <ul style="list-style-type: none"> <li><b>Bleach:</b> <ul style="list-style-type: none"> <li>• Prepare bleach solution; 1/3 cup (80 ml) of bleach in 2 gallons (8 liters) of tap water</li> <li>• Prepare enough solution to cover and soak toys for at least 2 minutes</li> </ul> </li> <li><b>Hospital-grade cleaner disinfectant solution:</b> <ul style="list-style-type: none"> <li>• Follow manufacturer's recommendations regarding dilution and contact times</li> </ul> </li> <li><b>Alcohol solution 70%:</b> <ul style="list-style-type: none"> <li>• Soak toys for 10 minutes</li> </ul> </li> <li><b>Commercial-grade dishwasher or cart:</b> <ul style="list-style-type: none"> <li>• Washer cycle; temperature must reach 82°C</li> <li>• Rinsing and drying cycles; use complete cycles</li> </ul> </li> </ul> </li> <li>2. Rinsing &amp; drying (other than dishwasher): <ul style="list-style-type: none"> <li>• Rinse toys thoroughly with clean running water</li> <li>• Allow toys to air dry on clean towels</li> </ul> </li> <li>3. Remove PPE and perform hand hygiene</li> </ol>
<p><b>STORAGE / PLAY AREAS</b></p>	<ol style="list-style-type: none"> <li>1. Perform hand hygiene and put on disposable gloves</li> <li>2. Inspect play surfaces for damage, cracks or broken parts <ul style="list-style-type: none"> <li>• Set aside damaged items</li> </ul> </li> <li>3. Wipe toy storage area including shelves and cupboards <ul style="list-style-type: none"> <li>• This step may be done when cleaning room/area where toys are located such as waiting room</li> </ul> </li> <li>4. Wipe all surfaces of play tables and chairs and any large toys, such as climbers</li> <li>5. Allow toys to air dry thoroughly</li> <li>6. Place cleaned toys in their storage place</li> <li>7. Remove any toys that cannot be cleaned that day</li> <li>8. Remove gloves and perform hand hygiene</li> <li>9. Report any concerns to supervisor</li> </ol>

Notes



# CLEANING ENTRANCES



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HANDOUT #22



It is important that the entrance to the health care facility be inspected frequently, kept clean, and looking its best.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Practice proper lifting procedures</li> <li>➔ Use chemicals as directed by manufacturer's procedure and according to WHMIS regulations</li> <li>➔ Never leave any cleaning tools/products unattended</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Glass cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• High dusting tool</li> <li>• Dust mop</li> <li>• Dust pan and brush</li> <li>• Damp mop</li> <li>• Bucket and wringer</li> <li>• Putty knife</li> <li>• Wet floor sign</li> </ul> </li> </ul>



# CLEANING PROCEDURE

The procedure for cleaning entrances is separated into 4 main sections: before cleaning, dusting and wiping, floor, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Perform hand hygiene and put on disposable gloves</li><li>2. Position cleaning cart to one side of entrance<ul style="list-style-type: none"><li>• Do not block traffic with cart</li></ul></li><li>3. Inspect entrance frequently for dirt, debris and water</li></ol>
<b>DUSTING AND WIPING</b>	<ol style="list-style-type: none"><li>1. Waste containers:<ul style="list-style-type: none"><li>• Pick up any garbage on floor or ground</li><li>• Check and remove liner bag as needed</li><li>• Wipe outside, then inside of waste containers with cleaner disinfectant solution</li></ul></li><li>2. Dust window ledges inside and outside and remove cobwebs</li><li>3. Damp wipe both sides of glass doors and windows with cleaner disinfectant solution<ul style="list-style-type: none"><li>• Allow to air dry</li><li>• Polish chrome and glass surfaces with glass cleaner</li></ul></li><li>4. Damp wipe all high-touch surfaces such as door handles and push plates with cleaner disinfectant solution</li><li>5. Damp wipe lower ledges, kick plates and baseboards with cleaner disinfectant solution</li></ol>

<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Remove easily moveable items from cleaning path</li> <li>2. Vacuum entrance mat, if present <ul style="list-style-type: none"> <li>• Lift mat to clean underneath</li> <li>• Vacuum door track</li> </ul> </li> <li>3. If carpet present, spot clean any stains/dirt marks and vacuum</li> <li>4. Use putty knife to remove sticky substance <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner/disinfectant solution</li> </ul> </li> <li>5. Dust mop floor inside entrance area <ul style="list-style-type: none"> <li>• Sweep any debris into dust pan and discard</li> </ul> </li> <li>6. Set up wet floor sign to caution people</li> <li>7. Damp mop floor using proper procedure</li> <li>8. Other floor care may include floor stripping and polishing <ul style="list-style-type: none"> <li>• Follow facility's schedules and procedures</li> </ul> </li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor sign when floor is dry</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Report any maintenance concerns to supervisor</li> </ol>

# Notes

# CLEANING HALLWAYS



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HANDOUT #23



Hallways require regular cleaning and disinfecting to prevent the spread of germs. Hallways should be cleaned daily and more often if needed.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Practice proper lifting procedures</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Glass cleaner</li> <li>• High dusting tool</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Dust mop</li> <li>• Dust pan and brush</li> <li>• Damp mop</li> <li>• Bucket and wringer</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Putty knife</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning hallways is separated into 4 main sections: before cleaning, dusting and wiping, floor, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Perform hand hygiene and put on disposable gloves</li><li>2. Position cleaning cart to one side of entrance<ul style="list-style-type: none"><li>• Do not block traffic with cart</li></ul></li></ol>
<b>DUSTING AND WIPING</b>	<ol style="list-style-type: none"><li>1. If area is empty, dust ceiling lights, wall vents and high ledges</li><li>2. Spot clean walls, windows and baseboards</li><li>3. Damp wipe wall-attached items such as hand rails, door frames, windows and ledges</li><li>4. Pick up and discard garbage into waste container<ul style="list-style-type: none"><li>• Empty waste containers and tie waste bags</li><li>• Wipe outside, then inside of waste containers with cleaner disinfectant solution</li></ul></li></ol>

<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner disinfectant solution</li> </ul> </li> <li>2. Set up wet floor sign at both ends of hallway to caution people</li> <li>3. Remove easily moveable items from cleaning path</li> <li>4. Dust mop one side of hallway</li> <li>5. Damp mop same side of hallway <ul style="list-style-type: none"> <li>• Allow floor to air dry thoroughly</li> </ul> </li> <li>6. Damp wipe previously moved items <ul style="list-style-type: none"> <li>• Move them back to cleaned side</li> </ul> </li> <li>7. Dust mop, then damp mop other side of hallway <ul style="list-style-type: none"> <li>• Allow floor to air dry thoroughly</li> </ul> </li> </ol> <p><b>Reminder</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Change mop head and cleaner disinfectant solution:</p> <ul style="list-style-type: none"> <li>• When solution is cloudy/smells bad</li> <li>• After cleaning 3 rooms or areas</li> <li>• After cleaning heavily soiled/dirty area</li> <li>• After cleaning blood or other body fluid spills</li> </ul> </div> <ol style="list-style-type: none"> <li>8. Put dirty mop heads in bag/container to launder later in shift</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor signs</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Do not leave any solution or water in buckets or wringer after shift</li> </ol>



# Notes

# CLEANING WAITING ROOMS



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HANDOUT #24



Many people use waiting rooms and therefore, these rooms require regular daily cleaning and disinfecting to prevent the spread of germs.



<b>SAFETY PRECAUTIONS</b> 	<ul style="list-style-type: none"><li>→ Watch out for any sharp or other potentially hazardous items in work area</li><li>→ Wear personal protective equipment (PPE) appropriate for assessed risk</li><li>→ Perform hand hygiene before putting on and after removing disposable gloves</li><li>→ Set up wet floor signs when cleaning floors</li><li>→ Never leave any cleaning tools/products unattended</li></ul>
<b>EQUIPMENT &amp; SUPPLIES</b> 	<ul style="list-style-type: none"><li>→ Cleaning cart equipped with cleaning supplies:<ul style="list-style-type: none"><li>• Cleaner disinfectant solution</li><li>• Glass cleaner</li><li>• High dusting tool</li><li>• Adequate supply of cleaning cloths</li><li>• Bucket</li><li>• Dust mop</li><li>• Dust pan and brush</li><li>• Damp mop</li><li>• Mop heads</li><li>• Bucket and wringer</li><li>• Plastic bag/container for dirty cloths and mop heads</li><li>• Putty knife</li><li>• Wet floor sign</li></ul></li></ul>

# CLEANING PROCEDURE

The procedure for cleaning waiting rooms is separated into 5 main sections: before cleaning, walls, other surfaces, waste containers and floor, and after cleaning tasks.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Position cleaning cart to one side of room
  - Do not block traffic with cart
3. Pick up and discard large pieces of garbage into waste container
4. Prepare an adequate supply of cleaning cloths

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner disinfectant solution

<p><b>WALLS</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low,' 'walls to centre,' 'clean to dirty'</li> <li>2. If room is empty, dust ceiling lights, wall vents, and high ledges</li> <li>3. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items such as intercoms, dispensers, and window ledges with cleaner disinfectant solution</li> </ul> </li> </ol>
<p><b>OTHER SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>2. Polish chrome and glass surfaces with glass cleaner</li> <li>3. Damp wipe all horizontal surfaces, including counters, tables and chairs</li> <li>4. If toys are present, clean them using proper procedure</li> </ol>
<p><b>WASTE CONTAINERS AND FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie waste bag <ul style="list-style-type: none"> <li>• Put tied waste bags outside room on cart for proper disposal later</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cloth on any other surfaces!</li> </ul> </li> <li>3. Remove easily moveable items from cleaning path</li> <li>4. Vacuum carpet, if present <ul style="list-style-type: none"> <li>• Spot clean stains</li> </ul> </li> <li>5. Vacuum any upholstered furniture with correct attachments</li> <li>6. Dust mop floor</li> <li>7. Set up wet floor sign to caution people</li> <li>8. Damp mop floor</li> </ol>

<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Report any maintenance concerns to supervisor</li> </ol>
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# Notes



# CLEANING STAFF OFFICES

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HANDOUT #25



Staff offices located in healthcare facilities require regular daily cleaning and disinfecting to prevent the spread of germs.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Practice proper lifting procedures</li> <li>➔ Never leave any chemicals or tools unattended</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner disinfectant solution</li> <li>• Glass cleaner</li> <li>• High dusting tool</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Dust mop</li> <li>• Dust pan and brush</li> <li>• Damp mop</li> <li>• Mop heads</li> <li>• Bucket and wringer</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning staff offices is separated into 5 main sections: before cleaning, walls, other surfaces, waste containers and floor, and after cleaning tasks.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Position cleaning cart to one side of entrance
  - Do not block traffic with cart
3. Knock on door before entering
4. Pick up and discard large pieces of garbage into waste container
5. Prepare an adequate supply of cleaning cloths

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner disinfectant solution

<p><b>WALLS</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low,' 'walls to centre,' 'clean to dirty'</li> <li>2. If room is empty, dust ceiling lights, wall vents, and high ledges</li> <li>3. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items such as shelves, picture frames and window ledges with cleaner disinfectant solution</li> </ul> </li> </ol>
<p><b>OTHER SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>2. Polish chrome and glass surfaces with glass cleaner</li> <li>3. Damp wipe all horizontal surfaces: <ul style="list-style-type: none"> <li>• Filing cabinets</li> <li>• Telephones</li> <li>• Computers and keyboards</li> <li>• Desks and chairs; do not move any papers without asking permission</li> </ul> </li> </ol>
<p><b>WASTE CONTAINERS AND FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie waste bags <ul style="list-style-type: none"> <li>• Put tied waste bags outside room on cart for proper disposal later</li> <li>• Remove only items clearly designated for disposal</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cloth on any other surfaces!</li> </ul> </li> <li>3. Remove easily moveable items from cleaning path</li> <li>4. Vacuum floor, if carpeted <ul style="list-style-type: none"> <li>• Spot clean stains</li> </ul> </li> <li>5. Vacuum any upholstered furniture with correct attachments</li> <li>6. Dust mop floor</li> <li>7. Set up wet floor sign to caution people</li> <li>8. Damp mop floor</li> </ol>

<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items back to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Report any maintenance concerns to supervisor</li> </ol>
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# Notes



# CLEANING STAFF LOCKER ROOMS / LOUNGES

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HANDOUT #26





Staff locker rooms and lounges located in healthcare facilities require regular daily cleaning and disinfecting to prevent the spread of germs.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Never leave any chemicals or tools unattended</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Non-abrasive cleaner and glass cleaner</li> <li>• Toilet bowl cleaner</li> <li>• High dusting tool</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Dust mop</li> <li>• Dust pan and brush</li> <li>• Damp mop with bucket and wringer</li> <li>• Mop heads</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# CLEANING PROCEDURE

The procedure for cleaning staff locker rooms and lounges is separated into 6 main sections: before cleaning, walls, other surfaces, waste containers and refrigerator, floor, and after cleaning tasks.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Position cleaning cart to one side of entrance
  - Do not block traffic with cart
3. Post an "Area Closed for Cleaning" sign on door
4. Knock on door and announce yourself before entering
5. Pick up and discard large pieces of garbage into waste container
6. Put any used linens into a laundry bag or hamper
7. Prepare an adequate supply of cleaning cloths

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner/disinfectant solution

<p><b>WALLS</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low,' 'walls to centre,' 'clean to dirty'</li> <li>2. If room is empty, dust ceiling lights, wall vents, and high ledges</li> <li>3. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards, and windows</li> <li>• Damp wipe wall-attached items such as lockers, shelves, dispensers, mirrors, and window ledges with cleaner disinfectant solution</li> </ul> </li> </ol>
<p><b>OTHER SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>2. Polish chrome and glass surfaces with glass cleaner</li> <li>3. Damp wipe all horizontal surfaces, such as counters, tables and chairs</li> <li>4. If present, wipe all surfaces of sink, taps and faucet: <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe counter and plumbing pipes underneath sink</li> </ul> </li> </ol>
<p><b>WASTE CONTAINERS AND REFRIGERATOR</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie waste bags <ul style="list-style-type: none"> <li>• Put tied waste bags outside room on cart for proper disposal later</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cloth on any other surfaces!</li> </ul> </li> <li>3. If present, follow facility's schedule for cleaning refrigerator <ul style="list-style-type: none"> <li>• Wipe outside surfaces</li> <li>• Empty contents, then wipe inside surfaces</li> <li>• Move items back inside as soon as surfaces have air dried</li> </ul> </li> <li>4. If present, clean washroom according to proper procedure</li> </ol>

<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Remove easily moveable items from cleaning path</li> <li>2. Vacuum carpet, if present <ul style="list-style-type: none"> <li>• Spot clean stains</li> </ul> </li> <li>3. Vacuum any upholstered furniture with correct attachments</li> <li>4. Dust mop floor</li> <li>5. Set up wet floor sign to caution people</li> <li>6. Damp mop floor</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Report any maintenance concerns to supervisor</li> </ol>

# Notes

# CLEANING STAFF KITCHENS



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HANDOUT #27



Cleaning areas where staff store and eat their lunch helps to decrease the risk of germs spreading from counters and appliances to plates and utensils, potentially making people sick.



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear personal protective equipment (PPE) appropriate for assessed risk</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Wear reusable gloves for washing dishes</li> <li>➔ Set up wet floor signs when cleaning floors</li> <li>➔ Kitchen should have designated mops, mop heads, buckets and wringers</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner/disinfectant solution</li> <li>• Non-abrasive cream cleaner and glass cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Dust mop</li> <li>• Dust pan and brush</li> <li>• Damp mop with bucket and wringer</li> <li>• Mop heads</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>



# CLEANING PROCEDURE

The procedure for cleaning staff kitchens is separated into 6 main sections: before cleaning, walls, surfaces and appliances, sink, waste containers and floor, and after cleaning tasks.

Please take note that the following procedure does not apply to kitchens used for food preparation and services for healthcare facilities' residents and patients. If this type of kitchen is in the healthcare facility, check with supervisor about cleaning responsibilities for that particular room.



## BEFORE CLEANING

1. Perform hand hygiene and put on disposable gloves
2. Position cart to one side of entrance
  - Do not block traffic with cart
3. Put dirty linens (towels, dish cloths) into a laundry bag or hamper
4. Pick up large pieces of garbage on floor or tables
5. Prepare an adequate supply of cleaning cloths

### Reminder

#### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner disinfectant solution

<p><b>WALLS</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low,' 'walls to centre,' 'clean to dirty'</li> <li>2. If room is empty, dust ceiling lights, wall vents, and high ledges</li> <li>3. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards, and windows, starting by door</li> <li>• Damp wipe wall-attached items such as dispensers, fire extinguishers, and window ledges with cleaner disinfectant solution</li> </ul> </li> </ol>
<p><b>SURFACES AND APPLIANCES</b></p>	<ol style="list-style-type: none"> <li>1. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>2. Polish chrome and glass surfaces with glass cleaner</li> <li>3. Damp wipe all horizontal surfaces such as counters, window ledges, tables and chairs</li> <li>4. Damp wipe outside surfaces of air vents, refrigerators and small appliances</li> <li>5. Follow cleaning schedule for cleaning staff refrigerator: <ul style="list-style-type: none"> <li>• Wipe outside surfaces</li> <li>• Empty contents, then wipe inside surfaces</li> <li>• Move items back inside as soon as surfaces have air dried</li> </ul> </li> <li>6. If responsible for cleaning stoves and ovens: <ul style="list-style-type: none"> <li>• Follow cleaning product instructions</li> <li>• Clean oven when cool to touch</li> </ul> </li> <li>7. Wipe stovetop and outside of oven with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Use non-abrasive product to remove grease or food residue</li> </ul> </li> </ol>
<p><b>SINK</b></p>	<ol style="list-style-type: none"> <li>1. Wash dirty dishes as per facility's protocol <ul style="list-style-type: none"> <li>• Allow to air dry</li> </ul> </li> <li>2. Wipe all surfaces of sink, taps and faucet <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe counter and plumbing pipes underneath sink</li> </ul> </li> </ol>

<p><b>WASTE CONTAINERS AND FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie waste bags <ul style="list-style-type: none"> <li>• Put tied waste bags outside room on cart for proper disposal later</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cloth on any other surface</li> </ul> </li> <li>3. Remove easily moveable items from cleaning path</li> <li>4. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner disinfectant solution</li> </ul> </li> <li>5. Dust mop floor</li> <li>6. Set up wet floor sign to caution people</li> <li>7. Damp mop floor</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and perform hand hygiene</li> <li>2. When floor is thoroughly dry: <ul style="list-style-type: none"> <li>• Return moved items back to proper place</li> <li>• Remove wet floor sign</li> </ul> </li> <li>3. Put clean liners in waste containers</li> <li>4. Replenish dispenser supplies as necessary</li> <li>5. When all cleaning is completed: <ul style="list-style-type: none"> <li>• Return cleaning supplies to utility storage room</li> <li>• Clean used equipment</li> </ul> </li> <li>6. Report any maintenance concerns to supervisor</li> </ol>

# Notes

# MRSA



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HANDOUT #28



**Methicillin-resistant *Staphylococcus aureus* (MRSA) is a bacterium that can survive on surfaces and fabrics. MRSA can be removed from surfaces with proper cleaning. These rooms or spaces need to be cleaned at least twice daily; more often if needed. Check with a nurse.**



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Check room door for isolation signs, special personal protective equipment (PPE), precautions or patient interaction instructions</li> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Wear PPE appropriate for assessed risk, including gloves and gown</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Proper PPE must be worn until discharge or terminal cleaning of entire room is completed</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner disinfectant solution and glass cleaner</li> <li>• Toilet bowl cleaner</li> <li>• Adequate supply of cleaning cloths</li> <li>• Bucket</li> <li>• Dust mop</li> <li>• Damp mop with bucket and wringer</li> <li>• Plastic bag/container for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

### Reminder

#### Important equipment information:

- Fresh supplies and equipment must be used for each MRSA-contaminated room
- Any shared medical equipment that comes into direct contact with MRSA-positive patients, such as a wheelchair or stretcher, must be cleaned and disinfected immediately after use
- A toilet brush should remain in washroom until discharge or terminal cleaning is done, and then thrown out



# ROUTINE CLEANING PROCEDURES:

## ROOM CONTAMINATED WITH MRSA

### CLEANING PROCEDURE

The procedure for cleaning rooms contaminated with MRSA is separated into 6 main sections: before cleaning, walls and surfaces, containers and curtains, beds and sink, floor, and after cleaning tasks.



#### BEFORE CLEANING

1. Perform hand hygiene and put on appropriate PPE, including gloves and gown
  - Check with nurse to see if there are additional PPE or precautions needed
2. Position cleaning cart outside room
  - Do not block traffic with cart
3. Set up wet floor sign at entrance to room
4. Prepare an adequate supply of cleaning cloths

#### Reminder

##### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner disinfectant solution

5. Knock on door and announce yourself before entering

<p><b>WALLS AND SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low', 'walls to center', 'clean to dirty'</li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items such as intercom, blood pressure machine, dispensers, and window ledges</li> </ul> </li> <li>3. Polish chrome and glass surfaces with glass cleaner</li> <li>4. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>5. Wipe all horizontal surfaces in room including counters, tables, and chairs</li> </ol>
<p><b>CONTAINERS AND CURTAINS</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie liner bags <ul style="list-style-type: none"> <li>• Put tied waste bags near door inside room</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cleaning cloth on any other surface</li> <li>• Put clean liners in waste containers</li> </ul> </li> <li>3. Wipe sides and bottom of sharps container: <ul style="list-style-type: none"> <li>• Never wipe top</li> <li>• If 3/4 full or contents are up to fill line, close lid tightly and replace with new container</li> <li>• Correctly dispose of sealed sharps container</li> </ul> </li> <li>4. Inspect and change bedside curtains and window curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> </ol>

<p><b>BEDS AND SINK</b></p>	<ol style="list-style-type: none"> <li>1. Clean bed: if more than one bed, use fresh cleaning cloths saturated with cleaner disinfectant solution for each bed area</li> <li>2. Damp wipe bed zone surfaces, if present <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table</li> <li>• Over-bed table</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Television and remote</li> </ul> </li> <li>3. If sink in room, wipe all surfaces of sink, taps and faucet: <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe counter, then plumping pipes underneath sink</li> </ul> </li> <li>4. Clean washroom as per Washroom Contaminated with MRSA Cleaning Procedure</li> <li>5. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>6. Replenish dispenser supplies as necessary</li> </ol>
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<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Remove easily moveable items from cleaning path</li> <li>2. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner disinfectant solution</li> </ul> </li> <li>3. Dust mop entire room except washroom</li> <li>4. Follow proper dust mopping procedure</li> </ol> <p><b>Reminder</b></p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p>Dust mopping:</p> <ul style="list-style-type: none"> <li>• Start from back of room and finish at door</li> <li>• Push dirt into one pile</li> <li>• Pick up collected dirt with broom and dust pan</li> <li>• In washroom, use a broom and dust pan to sweep up dirt</li> </ul> </div> <ol style="list-style-type: none"> <li>5. Damp mop room, mopping towards door <ul style="list-style-type: none"> <li>• Give attention to corners, under bed and behind doors</li> </ul> </li> <li>6. Damp mop washroom</li> <li>7. Remove mop heads from dust and damp mops and put in plastic bag/container</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. When room cleaning is completed: <ul style="list-style-type: none"> <li>• Take waste bags and place in waste receptacle on cleaning cart</li> </ul> </li> <li>2. Remove PPE and perform hand hygiene</li> <li>3. Remove wet floor sign when floor is dry</li> <li>4. Return cleaning supplies to utility storage room immediately <ul style="list-style-type: none"> <li>• Clean used equipment</li> </ul> </li> <li>5. Properly dispose of waste bags from cart</li> <li>6. Take laundry to laundry room for washing: <ul style="list-style-type: none"> <li>• Use laundry detergent in full washer cycle</li> <li>• Wash environmental cleaning equipment (mop heads and cleaning cloths) separately from linens and curtains</li> <li>• Use dryer cycle until items are completely dry</li> </ul> </li> <li>7. Report any maintenance concerns to supervisor</li> </ol>

# WASHROOM CONTAMINATED WITH MRSA CLEANING PROCEDURE

The procedure for cleaning washrooms contaminated with MRSA is separated into 4 main sections: toilet bowl, dusting and wiping, shower and tub, and sink and toilet cleaning tasks.

<p><b>TOILET BOWL</b></p>	<ol style="list-style-type: none"> <li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including gloves and gown</li> <li>2. Prepare toilet for cleaning <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Pour correct amount of toilet cleaner into toilet bowl</li> <li>• Use toilet brush and force water over trap to clean below water line</li> <li>• Move brush in a quick up-and-down motion</li> </ul> </li> <li>3. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>4. Allow toilet bowl cleaner to soak in bowl for contact time specified by product used</li> <li>5. Performing other cleaning tasks in washroom</li> <li>6. Remove dirty linens (towels and gowns) and place in linen bag</li> </ol>
<p><b>DUSTING AND WIPING</b></p>	<ol style="list-style-type: none"> <li>1. Dust ceiling lights, wall vents and high ledges <ul style="list-style-type: none"> <li>• Perform this task weekly and only when room is empty</li> </ul> </li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean wall, base boards and windows</li> <li>• Damp wipe wall-attached items such as mirrors, dispensers, call bell and cord, railings and shelves</li> <li>• Allow surfaces to air dry thoroughly</li> </ul> </li> <li>3. Wipe all high-touch items such as door frame, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cloth frequently</li> </ul> </li> <li>4. Polish chrome and glass surfaces with glass cleaner</li> <li>5. Empty waste containers and tie liner bags</li> <li>6. Damp wipe outside, then inside of waste containers <ul style="list-style-type: none"> <li>• Put clean liners in waste containers when dry</li> </ul> </li> </ol>

<p><b>SHOWER AND TUB</b></p>	<ol style="list-style-type: none"> <li>1. Cleaning showers and tubs: <ul style="list-style-type: none"> <li>• Wipe inside and outside of surfaces with cleaner disinfectant solution</li> <li>• Wipe taps, faucet and shower head</li> <li>• Allow to air dry respecting contact time of product</li> <li>• If necessary, scrub to remove soap scum</li> <li>• Inspect grout for mould</li> <li>• Rinse with tap water and dry with clean cloth</li> </ul> </li> <li>2. Inspect and change shower curtains monthly, or more frequently if dirty or as per facility's cleaning schedule</li> </ol>
<p><b>SINK AND TOILET</b></p>	<ol style="list-style-type: none"> <li>1. Clean sink and countertop <ul style="list-style-type: none"> <li>• Wipe inside and outside of sink and faucets</li> <li>• If present, wipe surface of cupboards or vanity</li> <li>• Allow to air dry</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe plumping pipes underneath sink</li> </ul> </li> <li>2. Polish chrome surfaces with glass cleaner and paper towels</li> <li>3. Cleaning toilet <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Wipe outside surfaces of toilet, working from high to low</li> <li>• Lift up seat and clean all surfaces</li> <li>• Wipe wall around toilet</li> </ul> </li> <li>4. Remove gloves and perform hand hygiene</li> <li>5. Continue with Room Contaminated with MRSA Cleaning Procedure</li> </ol>

# DISCHARGE/TERMINAL CLEANING PROCEDURE:

## ROOM AND WASHROOM CONTAMINATED WITH MRSA

When a patient/resident is discharged, transferred, leaves the facility, or the isolation precautions are discontinued, special cleaning called discharge or terminal cleaning of the room and washroom must be done. Discharge cleaning follows the same procedure for cleaning as the Routine Cleaning Procedure, plus the following additional steps.

The procedure for discharge cleaning rooms contaminated with MRSA is separated into 3 main sections: before cleaning, walls/bed/surfaces, and after cleaning tasks.

<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including gloves and gown</li><li>2. Remove linens from bed and collect all linens such as towels:<ul style="list-style-type: none"><li>• Roll up carefully to prevent germs from going into air</li><li>• Put into a linen bag, close and place bag outside room</li></ul></li><li>3. Remove all bedside curtains and window curtains</li><li>4. Check drawers, cupboards, and washroom<ul style="list-style-type: none"><li>• Disposable toiletries (soap, toothpaste, cream, razors, comb, etc.): all should be disposed into waste container</li><li>• Any personal items left behind by person should be bagged and taken to nurse's office</li><li>• Wipe outside surfaces of reusable medical equipment such as bed pans, basins, and urinals before taking to soiled utility room to be thoroughly cleaned</li></ul></li></ol>
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<p><b>WALLS / BED / SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Using cleaning cloths and cleaner disinfectant solution: <ul style="list-style-type: none"> <li>• Wipe any equipment in room before it is removed</li> <li>• Wipe all wall and ceiling surfaces using a ladder to reach high places</li> </ul> </li> <li>2. If possible, raise bed manually or electronically to a comfortable height for working</li> <li>3. Clean bed mattress and pillow according to routine bed washing procedure and allow mattress to air dry</li> <li>4. Raise head and foot of bed frame to expose surfaces</li> <li>5. Use fresh cleaning cloths and cleaner disinfectant solution to damp wipe these surfaces (if present): <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table; wipe inside and outside</li> <li>• Over-bed table; wipe inside and outside</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Bed frame; all surfaces</li> </ul> </li> <li>6. If room has a washroom, clean as per routine cleaning procedure, but discard toilet brush after toilet bowl has been cleaned</li> <li>7. Clean all remaining items as per Routine Cleaning Procedures: Room Contaminated with MRSA cleaning procedure including floors <ul style="list-style-type: none"> <li>• Allow to dry thoroughly</li> <li>• Remove wet floor sign when floor is dry</li> </ul> </li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove PPE and perform hand hygiene</li> <li>2. Replenish dispenser supplies such as soap, toilet paper, paper towels and hand sanitizer</li> <li>3. Hang clean curtains</li> <li>4. Remake bed if responsible for this task</li> <li>5. When discharge cleaning is finished: <ul style="list-style-type: none"> <li>• Return equipment supplies to utility storage room</li> <li>• Clean used equipment immediately</li> </ul> </li> <li>6. Take laundry to laundry room for washing as per routine procedure</li> </ol>

**Notes**

# CLOSTRIDIUM DIFFICILE


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HANDOUT #29



***Clostridium difficile*, known as *C. difficile*, can survive on surfaces for up to 5 months if not cleaned properly. A sporicidal product must be used for effective cleaning. Rooms or spaces need to be cleaned at least twice daily, more often if needed. When discharge cleaning these rooms or spaces, wiping surfaces must be done two separate times using a sporicidal product.**



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"><li>➔ Check room door for isolation signs, special personal protective equipment (PPE), precautions or patient interaction instructions</li><li>➔ Watch out for any sharp or other potentially hazardous items in work area</li><li>➔ Wear PPE appropriate for assessed risk, including gloves and gown</li><li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li><li>➔ Wash hands with soap and water after removing gloves in these rooms and spaces as hand sanitizer is not as effective in killing <i>C. difficile</i> germs</li><li>➔ Proper PPE must be worn until discharge or terminal cleaning of entire room is completed</li></ul>
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## EQUIPMENT & SUPPLIES



### → Cleaning cart equipped with cleaning supplies:

- Sporicidal product and glass cleaner
- Sporicidal toilet bowl cleaner
- Adequate supply of cleaning cloths and bucket
- High dusting tool
- Dust mop
- Damp mop with bucket and wringer
- Putty knife
- Plastic bags or containers
- Wet floor sign

### Reminder

#### Important equipment information:

- Check sporicidal product used in facility as some products are a combination of sporicidal and cleaner solution while other products are only sporicidal solutions
- If using a combination sporicidal product, cleaning and disinfecting can be done in 1-step
- If using a sporicidal product only, cleaning and disinfecting is done in two separate steps—one step to clean with cleaner solution and a second step to wipe surfaces with sporicidal product
- Allow surfaces to air dry respecting contact time as per product directions
- The toilet brush should remain in the washroom until patient is discharged, and then thrown out
- Cleaning equipment should be dedicated to cleaning the room and must be thoroughly cleaned with sporicidal solution before use in another area
- A toilet brush should remain in washroom until discharge or terminal cleaning is done, and then thrown out
- Any shared medical equipment that comes into indirect contact with *C. difficile*-position patients, such as a wheelchair or stretcher, must be cleaned and disinfected (using a sporicidal product) immediately after use

# ROUTINE CLEANING PROCEDURES:

## ROOM CONTAMINATED WITH *C. DIFFICILE*

### ***DIFFICILE* CLEANING PROCEDURE**

The procedure for cleaning rooms contaminated with *C. difficile* is separated into 6 main sections: before cleaning, walls and surfaces, containers and curtains, beds and sink, floor, and after cleaning tasks.



#### **BEFORE CLEANING**

1. Perform hand hygiene and put on appropriate personal protective equipment (PPE), including gloves and gown
  - Check with nurse to see if there are additional PPE or precautions needed
2. Position cleaning cart outside room
  - Do not block traffic with cart
3. Set up wet floor sign at entrance to room
4. Prepare your sporicidal cleaning product

**If using the 1-step process** (combination cleaner and sporicidal product):

- Use cleaner and sporicidal product to wipe all surfaces and allow to air dry

**If using the 2-step process** (separate cleaner and sporicidal products):

- Use cleaner to wipe all surfaces (walls, items and floors) and allow to air dry
- Then, use sporicidal product to wipe all surfaces and allow to air dry

The **1-step process will be used throughout this procedure**, that is, the use of a combination cleaner and sporicidal product .

	<p><b>5.</b> Prepare an adequate supply of cleaning cloths</p> <p><b>Reminder</b></p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p>Cleaning cloths:</p> <ul style="list-style-type: none"> <li>• Well soaked, but not dripping</li> <li>• Fold each cloth; don't bunch up</li> <li>• Never double-dip cloths</li> <li>• Place used cloths into plastic bag/container for laundering later</li> <li>• If using a spray bottle, spray solution directly onto cleaning cloth – not item</li> <li>• Allow surfaces to air dry thoroughly respecting contact time of cleaner sporicidal solution</li> </ul> </div> <p><b>6.</b> Knock on door and announce yourself before entering</p>
<p><b>WALLS AND SURFACES</b></p>	<ol style="list-style-type: none"> <li><b>1.</b> Clean room: 'high to low', 'walls to center', 'clean to dirty'</li> <li><b>2.</b> Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items such as intercom, blood pressure machine, dispensers, and window ledges</li> </ul> </li> <li><b>3.</b> Polish chrome and glass surfaces with glass cleaner</li> <li><b>4.</b> Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner and sporicidal product <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> </ol> <p>Wipe all horizontal surfaces in room including counters, tables, and chairs</p>



<p><b>CONTAINERS AND CURTAINS</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie liner bags <ul style="list-style-type: none"> <li>• Put tied waste bags near door inside room</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner and sporicidal product <ul style="list-style-type: none"> <li>• Do not use this cleaning cloth on any other surface</li> <li>• Put clean liners in waste containers</li> </ul> </li> <li>3. Wipe sides and bottom of sharps container <ul style="list-style-type: none"> <li>• Never wipe top</li> <li>• If 3/4 full or contents are up to fill line, close lid tightly and replace with new container</li> <li>• Correctly dispose of sealed sharps container</li> </ul> </li> <li>4. Inspect and change bedside curtains and window curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> </ol>
<p><b>BEDS AND SINK</b></p>	<ol style="list-style-type: none"> <li>1. Clean bed: if more than one bed, use fresh cleaning cloths saturated with cleaner sporicidal solution for each bed area</li> <li>2. Damp wipe bed zone surfaces, if present <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table</li> <li>• Over-bed table</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Television and remote</li> </ul> </li> <li>3. If sink in room, wipe all surfaces of sink, taps and faucet: <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe counter, then plumping pipes underneath sink</li> </ul> </li> <li>4. Clean washroom as per Washroom Contaminated with <i>C. difficile</i> Cleaning Procedure</li> <li>5. Remove gloves and wash hands with soap and water <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>6. Replenish dispenser supplies as necessary</li> </ol>

<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Remove easily moveable items from cleaning path</li> <li>2. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner and sporicidal product</li> </ul> </li> <li>3. Dust mop entire room except washroom</li> <li>4. Follow proper dust mopping procedure</li> </ol> <p><b>Reminder</b></p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p>Dust mopping:</p> <ul style="list-style-type: none"> <li>• Start from back of room and finish at door</li> <li>• Push dirt into one pile</li> <li>• Pick up collected dirt with broom and dust pan</li> <li>• In washroom, use a broom and dust pan to sweep up dirt</li> </ul> </div> <ol style="list-style-type: none"> <li>5. Damp mop room, mopping towards door <ul style="list-style-type: none"> <li>• Give attention to corners, under bed and behind doors</li> </ul> </li> <li>6. Damp mop washroom</li> <li>7. Remove mop heads from dust and damp mops and put in plastic bag/container</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. When room cleaning is completed: <ul style="list-style-type: none"> <li>• Take waste bags and place in waste receptacle on cleaning cart</li> </ul> </li> <li>2. Remove PPE and wash hands with soap and water</li> <li>3. Remove wet floor sign when floor is dry</li> <li>4. Return cleaning supplies to utility storage room immediately <ul style="list-style-type: none"> <li>• Clean used equipment</li> </ul> </li> <li>5. Properly dispose of waste bags from cart</li> <li>6. Take laundry to laundry room for washing: <ul style="list-style-type: none"> <li>• Use laundry detergent in full washer cycle</li> <li>• Wash environmental cleaning equipment (mop heads and cleaning cloths) separately from linens and curtains</li> <li>• Use dryer cycle until items are completely dry</li> </ul> </li> <li>7. Report any maintenance concerns to supervisor</li> </ol>

# WASHROOM CONTAMINATED WITH *C. DIFFICILE* CLEANING PROCEDURE

The procedure for cleaning washrooms contaminated with *C. difficile* is separated into 4 main sections: toilet bowl, dusting and wiping, shower and tub, and sink and toilet cleaning tasks.

<p><b>TOILET BOWL</b></p>	<ol style="list-style-type: none"> <li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including gown and gloves</li> <li>2. Prepare toilet for cleaning: <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Pour correct amount of toilet cleaner into toilet bowl</li> <li>• Use toilet brush and force water over trap to clean below water line</li> <li>• Move brush in a quick up-and-down motion</li> </ul> </li> <li>3. Remove gloves and wash hands with soap and water <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>4. Allow toilet bowl cleaner to soak in bowl for contact time specified by product used</li> <li>5. Perform other cleaning tasks in washroom</li> <li>6. Remove dirty linens (towels and gowns) and place in linen bag</li> </ol>
<p><b>DUSTING AND WIPING</b></p>	<ol style="list-style-type: none"> <li>1. Dust ceiling lights, wall vents and high ledges <ul style="list-style-type: none"> <li>• Perform this task weekly and only when room is empty</li> </ul> </li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean wall, base boards and windows</li> <li>• Damp wipe wall-attached items such as mirrors, dispensers, call bell and cord, railings and shelves</li> <li>• Allow surfaces to air dry thoroughly</li> </ul> </li> <li>3. Wipe all high-touch items such as door frame, handles, and light switches with cleaner and sporicidal product <ul style="list-style-type: none"> <li>• Change cloth frequently</li> </ul> </li> <li>4. Polish chrome and glass surfaces with glass cleaner</li> <li>5. Empty waste containers and tie liner bags</li> <li>6. Damp wipe outside, then inside of waste containers <ul style="list-style-type: none"> <li>• Put clean liners in waste containers when dry</li> </ul> </li> </ol>

<p><b>SHOWER AND TUB</b></p>	<ol style="list-style-type: none"> <li>1. Cleaning showers and tubs: <ul style="list-style-type: none"> <li>• Wipe inside and outside of surfaces with cleaner and sporicidal product</li> <li>• Wipe taps, faucet and shower head</li> <li>• Allow to air dry respecting contact time of product</li> <li>• If necessary, scrub to remove soap scum</li> <li>• Inspect grout for mould</li> <li>• Rinse with tap water and dry with clean cloth</li> </ul> </li> <li>2. Inspect and change shower curtains monthly, or more frequently if dirty or as per facility's cleaning schedule</li> </ol>
<p><b>SINK AND TOILET</b></p>	<ol style="list-style-type: none"> <li>1. Clean sink and countertop: <ul style="list-style-type: none"> <li>• Wipe inside and outside of sink and faucets</li> <li>• If present, wipe surface of cupboards or vanity</li> <li>• Allow to air dry</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe plumping pipes underneath sink</li> </ul> </li> <li>2. Polish chrome surfaces with glass cleaner and paper towels</li> <li>3. Cleaning toilet: <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Wipe outside surfaces of toilet, working from high to low</li> <li>• Lift up seat and clean all surfaces</li> <li>• Wipe wall around toilet</li> </ul> </li> <li>4. Remove gloves and wash hands with soap and water</li> <li>5. Continue with Room Contaminated with <i>C. difficile</i> Cleaning Procedure</li> </ol>

# DISCHARGE/TERMINAL CLEANING PROCEDURE:

## ROOM AND WASHROOM CONTAMINATED WITH *C. DIFFICILE*

When a patient/resident is discharged, transferred, leaves the facility, or the isolation precautions are discontinued, special cleaning called discharge or terminal cleaning of the room and washroom must be done. Discharge cleaning follows the same procedure for cleaning as Routine Cleaning Procedures: Room Contaminated with *C. difficile*, plus the following additional steps.

The procedure for discharge cleaning rooms contaminated with *C. difficile* is separated into 3 main sections: before cleaning, walls/bed/surfaces, and after cleaning tasks.

<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Perform hand hygiene and put on appropriate personal protective equipment (PPE), including gloves and gown<ul style="list-style-type: none"><li>• Check with nurse to see if there are additional PPE or precautions needed</li></ul></li><li>2. Use sporicidal products for disinfecting all surfaces including the toilet bowl</li><li>3. <b>Clean room, washroom and floors <u>twice</u> (two times)</b></li></ol> <p><b>If using the 1-step process (combination cleaner and sporicidal product):</b></p> <ul style="list-style-type: none"><li>• Use cleaner and sporicidal product to wipe all surfaces and allow to air dry</li><li>• Use cleaner and sporicidal product to <u>wipe all surfaces a second time</u> and allow to air dry</li></ul> <p><b>If using the 2-step process (separate cleaner and sporicidal):</b></p> <ul style="list-style-type: none"><li>• Use cleaner to wipe all surfaces (walls, items and floors) and allow to air dry</li><li>• Then, use sporicidal product to wipe all surfaces and allow to air dry</li><li>• Use sporicidal product to <u>wipe all surfaces a second time</u> and allow to air dry</li></ul> <p><b>The 1-step process will be used throughout this procedure, that is, the use of a combination cleaner and sporicidal product.</b></p>
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	<ol style="list-style-type: none"> <li>4. Remove linens from bed and collect all linens such as towels <ul style="list-style-type: none"> <li>• Roll up carefully to prevent germs from going into air</li> <li>• Put into a linen bag, close and place bag outside room</li> </ul> </li> <li>5. Remove all bedside curtains and window curtains</li> <li>6. Check drawers, cupboards, and washroom <ul style="list-style-type: none"> <li>• Disposable toiletries (soap, tooth paste, cream, razors, comb, etc.): all should be disposed into waste container</li> <li>• Any personal items left behind by person should be bagged and taken to nurse's office</li> <li>• Wipe outside surfaces of reusable medical equipment such as bed pans, basins, and urinals before taking to soiled utility room to be thoroughly cleaned</li> </ul> </li> </ol>
<p><b>WALLS / BED / SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Using cleaning cloths and cleaner and sporicidal product: <ul style="list-style-type: none"> <li>• Wipe any equipment in room before it is removed</li> <li>• Wipe all wall and ceiling surfaces using a ladder to reach high places</li> </ul> </li> <li>2. If possible, raise bed manually or electronically to a comfortable height for working</li> <li>3. Clean bed mattress and pillow according to routine bed washing procedure and allow mattress to air dry</li> <li>4. Raise head and foot of bed frame to expose surfaces</li> <li>5. Use fresh cleaning cloths and cleaner and sporicidal product to damp wipe these surfaces (if present): <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table; wipe inside and outside</li> <li>• Over-bed table; wipe inside and outside</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Bed frame; all surfaces</li> </ul> </li> <li>6. If room has a washroom, clean as per routine cleaning procedure but discard toilet brush after toilet bowl has been cleaned</li> <li>7. Clean all remaining items as per Routine Cleaning Procedures: Room Contaminated with <i>C. difficile</i>, including floors <ul style="list-style-type: none"> <li>• Allow to dry thoroughly</li> <li>• Remove wet floor sign when floor is dry</li> </ul> </li> </ol>

<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove PPE and wash hands with soap and water</li> <li>2. Replenish dispenser supplies such as soap, toilet paper, paper towels and hand sanitizer</li> <li>3. Hang clean curtains</li> <li>4. Remake bed if responsible for this task</li> <li>5. When discharge cleaning is finished: <ul style="list-style-type: none"> <li>• Return equipment supplies to utility storage room</li> <li>• Clean used equipment immediately</li> </ul> </li> <li>6. Take laundry to laundry room for washing as per routine procedure</li> </ol>
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**Notes**



# **VANCOMYCIN- RESISTANT ENTEROCOCCI**

HANDOUT #30



**Vancomycin-resistant Enterococci (VRE) are germs that can survive on surfaces for long periods of time. VRE can be removed from surfaces with proper cleaning. These rooms or spaces need to be cleaned at least twice daily; more often if needed. Check with a nurse.**



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Check room door for isolation signs, special personal protective equipment (PPE), precautions or patient interaction instructions</li> <li>➔ Wear PPE appropriate for assessed risk, including gloves and gown</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Proper PPE must be worn until discharge or terminal cleaning of entire room is completed</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner disinfectant solution and glass cleaner</li> <li>• Toilet bowl cleaner</li> <li>• High dusting tool</li> <li>• Adequate supply of cleaning cloths with bucket</li> <li>• Dust mop</li> <li>• Damp mop with bucket and wringer</li> <li>• Plastic bags/containers for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

## Reminder

Important equipment information:

- Fresh supplies and equipment must be used for each VRE-contaminated room
- Any shared medical equipment that comes into direct contact with VRE-positive patients, such as a wheelchair or stretcher, must be cleaned and disinfected immediately after use
- A toilet brush should remain in washroom until discharge or terminal cleaning is done, and then thrown out

# ROUTINE CLEANING PROCEDURES:

## ROOM CONTAMINATED WITH VRE

### CLEANING PROCEDURE

The procedure for cleaning rooms contaminated with VRE is separated into 6 main sections: before cleaning, walls and surfaces, containers and curtains, beds and sink, floor, and after cleaning tasks.



#### BEFORE CLEANING

1. Perform hand hygiene and put on appropriate personal protective equipment (PPE), including gloves and gown
  - Check with nurse to see if there are any additional PPE or precautions needed
2. Position cleaning cart outside room
  - Do not block traffic with cart
3. Set up wet floor sign at entrance to room
4. Prepare an adequate supply of cleaning cloths

#### Reminder

##### Cleaning cloths:

- Well soaked, but not dripping
- Fold each cloth; don't bunch up
- Never double-dip cloths
- Place used cloths into plastic bag/container for laundering later
- If using a spray bottle, spray solution directly onto cleaning cloth – not item
- Allow surfaces to air dry thoroughly respecting contact time of cleaner sporicidal solution

5. Knock on door and announce yourself before entering

<p><b>WALLS AND SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low', 'walls to center', 'clean to dirty'</li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items such as intercom, blood pressure machine, dispensers, and window ledges</li> </ul> </li> <li>3. Polish chrome and glass surfaces with glass cleaner</li> <li>4. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>5. Wipe all horizontal surfaces in room including counters, tables, and chairs</li> </ol>
<p><b>CONTAINERS AND CURTAINS</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie liner bags <ul style="list-style-type: none"> <li>• Put tied waste bags near door inside room</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cleaning cloth on any other surface</li> <li>• Put clean liners in waste containers</li> </ul> </li> <li>3. Wipe sides and bottom of sharps container <ul style="list-style-type: none"> <li>• Never wipe top</li> <li>• If 3/4 full or contents are up to fill line, close lid tightly and replace with new container</li> <li>• Correctly dispose of sealed sharps container</li> </ul> </li> <li>4. Inspect and change bedside curtains and window curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> </ol>

<p><b>BEDS AND SINK</b></p>	<ol style="list-style-type: none"> <li>1. Damp wipe bed zone surfaces, if present <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table</li> <li>• Over-bed table</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Television and remote</li> </ul> </li> <li>2. If sink in room, wipe all surfaces of sink, taps and faucet: <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wip dry with clean cloth</li> <li>• Wipe counter, then plumping pipes underneath sink</li> </ul> </li> <li>3. Clean washroom as per Washroom Contaminated with VRE Cleaning Procedure</li> <li>4. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>5. Replenish dispenser supplies as necessary</li> </ol>
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<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Remove easily moveable items from cleaning path</li> <li>2. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner/disinfectant solution</li> </ul> </li> <li>3. Dust mop entire room except washroom</li> <li>4. Follow proper dust mopping procedure</li> </ol> <p><b>Reminder</b></p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p>Dust mopping:</p> <ul style="list-style-type: none"> <li>• Start from back of room and finish at door</li> <li>• Push dirt into one pile</li> <li>• Pick up collected dirt with broom and dust pan</li> <li>• In washroom, use a broom and dust pan to sweep up dirt</li> </ul> </div> <ol style="list-style-type: none"> <li>5. Damp mop room, mopping towards door <ul style="list-style-type: none"> <li>• Give attention to corners, under bed and behind doors</li> </ul> </li> <li>6. Damp mop washroom</li> <li>7. Remove mop heads from dust and damp mops and put in plastic bag/container</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. When room cleaning is completed: <ul style="list-style-type: none"> <li>• Take waste bags and place in waste receptacle on cleaning cart</li> </ul> </li> <li>2. Remove PPE and perform hand hygiene</li> <li>3. Remove wet floor sign when floor is dry</li> <li>4. Return cleaning supplies to utility storage room immediately <ul style="list-style-type: none"> <li>• Clean used equipment</li> </ul> </li> <li>5. Properly dispose of waste bags from cart</li> <li>6. Take laundry to laundry room for washing: <ul style="list-style-type: none"> <li>• Use laundry detergent in full washer cycle</li> <li>• Wash environmental cleaning equipment (mop heads and cleaning cloths) separately from linens and curtains</li> <li>• Use dryer cycle until items are completely dry</li> </ul> </li> <li>7. Report any maintenance concerns to supervisor</li> </ol>

# WASHROOM CONTAMINATED VRE CLEANING PROCEDURE

The procedure for cleaning washrooms contaminated with VRE is separated into 4 main sections: toilet bowl, dusting and wiping, shower and tub, and sink and toilet cleaning tasks.

<p><b>TOILET BOWL</b></p>	<ol style="list-style-type: none"> <li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including gown and gloves</li> <li>2. Prepare toilet for cleaning <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Pour correct amount of toilet cleaner into toilet bowl</li> <li>• Use toilet brush and force water over trap to clean below water line</li> <li>• Move brush in a quick up-and-down motion</li> </ul> </li> <li>3. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>4. Allow toilet bowl cleaner to soak in bowl for contact time specified by product used</li> <li>5. Performing other cleaning tasks in washroom</li> <li>6. Remove dirty linens (towels and gowns) and place in linen bag</li> </ol>
<p><b>DUSTING AND WIPING</b></p>	<ol style="list-style-type: none"> <li>1. Dust ceiling lights, wall vents and high ledges <ul style="list-style-type: none"> <li>• Perform this task weekly and only when room is empty</li> </ul> </li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean wall, base boards and windows</li> <li>• Damp wipe wall-attached items such as mirrors, dispensers, call bell and cord, railings and shelves</li> <li>• Allow surfaces to air dry thoroughly</li> </ul> </li> <li>3. Wipe all high-touch items such as door frame, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cloth frequently</li> </ul> </li> <li>4. Polish chrome and glass surfaces with glass cleaner</li> <li>5. Empty waste containers and tie liner bags</li> <li>6. Damp wipe outside, then inside of waste containers <ul style="list-style-type: none"> <li>• Put clean liners in waste containers when dry</li> </ul> </li> </ol>

<p><b>SHOWER AND TUB</b></p>	<ol style="list-style-type: none"> <li>1. Cleaning showers and tubs <ul style="list-style-type: none"> <li>• Wipe inside and outside of surfaces with cleaner disinfectant solution</li> <li>• Wipe taps, faucet and shower head</li> <li>• Allow to air dry respecting contact time of product</li> <li>• If necessary, scrub to remove soap scum</li> <li>• Inspect grout for mould</li> <li>• Rinse with tap water and dry with clean cloth</li> </ul> </li> <li>2. Inspect and change shower curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> </ol>
<p><b>SINK AND TOILET</b></p>	<ol style="list-style-type: none"> <li>1. Clean sink and countertop <ul style="list-style-type: none"> <li>• Wipe inside and outside of sink and faucets</li> <li>• If present, wipe surface of cupboards or vanity</li> <li>• Allow to air dry</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe plumping pipes underneath sink</li> </ul> </li> <li>2. Polish chrome surfaces with glass cleaner and paper towels</li> <li>3. Cleaning toilet: <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Wipe outside surfaces of toilet, working from high to low</li> <li>• Lift up seat and clean all surfaces</li> <li>• Wipe wall around toilet</li> </ul> </li> <li>4. Remove gloves and perform hand hygiene</li> <li>5. Continue with Room Contaminated with VRE Cleaning Procedure</li> </ol>

# DISCHARGE/TERMINAL CLEANING PROCEDURE:

## ROOM AND WASHROOM CONTAMINATED WITH VRE

When a patient/resident is discharged, transferred, leaves the facility, or the isolation precautions are discontinued, special cleaning called discharge or terminal cleaning of the room and washroom must be done. Discharge cleaning follows the same procedure for cleaning as Routine Cleaning Procedures: Room Contaminated with VRE, plus the following additional steps.

The procedure for discharge cleaning rooms contaminated with VRE is separated into 3 main sections: before cleaning, walls/bed/surfaces, and after cleaning tasks.

<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including gloves and gown</li><li>2. Remove linens from bed and collect all linens such as towels<ul style="list-style-type: none"><li>• Roll up carefully to prevent germs from going into air</li><li>• Put into a linen bag, close and place bag outside room</li></ul></li><li>3. Remove all bedside curtains and window curtains</li><li>4. Check drawers, cupboards, and washroom<ul style="list-style-type: none"><li>• Disposable toiletries (soap, tooth paste, cream, razors, comb, etc.): all should be disposed into waste container</li><li>• Any personal items left behind by person should be bagged and taken to nurse's office</li></ul></li></ol> <p>Wipe outside surfaces of reusable medical equipment such as bed pans, basins, and urinals before taking to soiled utility room to be thoroughly cleaned</p>
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<p><b>WALLS / BED / SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Using cleaning cloths and cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Wipe any equipment in room before it is removed</li> <li>• Wipe all wall and ceiling surfaces using a ladder to reach high places</li> </ul> </li> <li>2. If possible, raise bed manually or electronically to a comfortable height for working</li> <li>3. Clean bed mattress and pillow according to routine bed washing procedure and allow mattress to air dry</li> <li>4. Raise head and foot of bed frame to expose surfaces</li> <li>5. Use fresh cleaning cloths and cleaner disinfectant solution to damp wipe these surfaces (if present) <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table; wipe inside and outside</li> <li>• Over-bed table; wipe inside and outside</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Bed frame; all surfaces</li> </ul> </li> <li>6. If room has a washroom, clean as per routine cleaning procedure but discard toilet brush after toilet bowl has been cleaned</li> <li>7. Clean all remaining items as per Routine Cleaning Procedures: Room Contaminated with VRE, including floors <ul style="list-style-type: none"> <li>• Allow to dry thoroughly</li> <li>• Remove wet floor sign when floor is dry</li> </ul> </li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove PPE and perform hand hygiene</li> <li>2. Replenish dispenser supplies such as soap, toilet paper, paper towels and hand sanitizer</li> <li>3. Hang clean curtains</li> <li>4. Remake bed if responsible for this task</li> <li>5. When discharge cleaning is finished <ul style="list-style-type: none"> <li>• Return equipment supplies to utility storage room</li> <li>• Clean used equipment immediately</li> </ul> </li> <li>6. Take laundry to laundry room for washing as per routine procedure</li> </ol>

**Notes**

# **TUBERCULOSIS**

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HANDOUT #31





**TB germs can remain in the air for long periods of time. The rooms or spaces used by people with TB require proper cleaning at least twice a day.**



<p><b>SAFETY PRECAUTIONS</b></p> 	<ul style="list-style-type: none"> <li>➔ Check room door for isolation signs, special personal protective equipment (PPE), precautions or patient interaction instructions</li> <li>➔ Wear PPE appropriate for assessed risk, including an appropriate fit-tested and seal-checked N-95 respirator and gloves before entering room</li> <li>➔ Perform hand hygiene before putting on and after removing disposable gloves</li> <li>➔ Ensure door to room is always closed</li> <li>➔ Watch out for any sharp or other potentially hazardous items in work area</li> <li>➔ Do not enter room until nurse-in-charge indicates that it is safe to do so (discharge cleaning)</li> <li>➔ Proper PPE must be worn until discharge or terminal cleaning of entire room is completed</li> </ul>
<p><b>EQUIPMENT &amp; SUPPLIES</b></p> 	<ul style="list-style-type: none"> <li>➔ Cleaning cart equipped with cleaning supplies: <ul style="list-style-type: none"> <li>• Cleaner disinfectant solution and glass cleaner</li> <li>• Toilet bowl cleaner</li> <li>• Adequate supply of cleaning cloths and bucket</li> <li>• Dust mop</li> <li>• Damp mop with bucket and wringer</li> <li>• Plastic bags/containers for dirty cloths and mop heads</li> <li>• Wet floor sign</li> </ul> </li> </ul>

# ROUTINE CLEANING PROCEDURES:

## ROOM CONTAMINATED WITH TB

### CLEANING PROCEDURE

The procedure for cleaning rooms contaminated with TB is separated into 6 main sections: before cleaning, walls and surfaces, containers and curtains, beds and sink, floor, and after cleaning tasks.



<b>BEFORE CLEANING</b>	<p><b>Reminder</b></p> <p>Important information when cleaning:</p> <ul style="list-style-type: none"><li>• Room door must be kept closed</li><li>• Airborne Precautions sign must remain on door until discharge cleaning is completed and sufficient time has passed to allow removal of airborne TB germs</li><li>• Do not enter room for discharge cleaning until safe to do so; check with nurse-in-charge first</li><li>• If room is urgently needed before air has been sufficiently cleared/cycled through air exchange system, wear a properly fit-tested N95 respirator during cleaning</li><li>• Remove N95 respirator only after leaving room and door has been closed</li></ul> <p><b>1.</b> Perform hand hygiene and put on appropriate personal protective equipment (PPE), including N95 respirator and gloves</p> <ul style="list-style-type: none"><li>• Check with nurse to see if there are additional PPE or precautions needed</li></ul>
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	<ol style="list-style-type: none"> <li>2. Position cleaning cart outside room <ul style="list-style-type: none"> <li>• Do not block traffic with cart</li> </ul> </li> <li>3. Set up wet floor sign at entrance to room</li> <li>4. Prepare an adequate supply of cleaning cloths</li> </ol> <p><b>Reminder:</b></p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p>Cleaning cloths:</p> <ul style="list-style-type: none"> <li>• Well soaked, but not dripping</li> <li>• Fold each cloth; don't bunch up</li> <li>• Never double-dip cloths</li> <li>• Place used cloths into plastic bag/container for laundering later</li> <li>• If using a spray bottle, spray solution directly onto cleaning cloth – not item</li> <li>• Allow surfaces to air dry thoroughly respecting contact time of cleaner sporicidal solution</li> </ul> </div> <ol style="list-style-type: none"> <li>5. Knock on door and announce yourself before entering</li> </ol>
<b>WALLS AND SURFACES</b>	<ol style="list-style-type: none"> <li>1. Clean room: 'high to low', 'walls to center', 'clean to dirty'</li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean walls, baseboards and windows</li> <li>• Damp wipe wall-attached items such as intercom, blood pressure machine, dispensers, and window ledges</li> </ul> </li> <li>3. Polish chrome and glass surfaces with glass cleaner</li> <li>4. Damp wipe all high-touch surfaces such as door frames, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cleaning cloth frequently</li> </ul> </li> <li>5. Wipe all horizontal surfaces in room including counters, tables, and chairs</li> </ol>

<p><b>CONTAINERS AND CURTAINS</b></p>	<ol style="list-style-type: none"> <li>1. Empty waste containers and tie liner bags <ul style="list-style-type: none"> <li>• Put tied waste bags near door inside room</li> </ul> </li> <li>2. Wipe outside, then inside of waste containers with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Do not use this cleaning cloth on any other surface</li> <li>• Put clean liners in waste containers</li> </ul> </li> <li>3. Wipe sides and bottom of sharps container: <ul style="list-style-type: none"> <li>• Never wipe top</li> <li>• If 3/4 full or contents are up to fill line, close lid tightly and replace with new container</li> <li>• Correctly dispose of sealed sharps container</li> </ul> </li> <li>4. Inspect and change bedside curtains and window curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> </ol>
<p><b>BEDS AND SINK</b></p>	<ol style="list-style-type: none"> <li>1. Damp wipe bed zone surfaces, if present <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table</li> <li>• Over-bed table</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Television and remote</li> </ul> </li> <li>2. If sink in room, wipe all surfaces of sink, taps and faucet <ul style="list-style-type: none"> <li>• Allow to air dry thoroughly</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe counter, then plumping pipes underneath sink</li> </ul> </li> <li>3. Clean washroom as per Washroom Contaminated with TB Cleaning Procedure</li> <li>4. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>5. Replenish dispenser supplies as necessary</li> </ol>

<p><b>FLOOR</b></p>	<ol style="list-style-type: none"> <li>1. Remove easily moveable items from cleaning path</li> <li>2. Use putty knife to remove sticky substances <ul style="list-style-type: none"> <li>• Be careful not to gouge or damage floor</li> <li>• Wipe putty knife off with cleaner disinfectant solution</li> </ul> </li> <li>3. Dust mop entire room except washroom</li> <li>4. Follow proper dust mopping procedure</li> </ol> <p><b>Reminder</b></p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p>Dust mopping:</p> <ul style="list-style-type: none"> <li>• Start from back of room and finish at door</li> <li>• Push dirt into one pile</li> <li>• Pick up collected dirt with broom and dust pan</li> <li>• In washroom, use a broom and dust pan to sweep up dirt</li> </ul> </div> <ol style="list-style-type: none"> <li>5. Damp mop room, mopping towards door <ul style="list-style-type: none"> <li>• Give attention to corners, under bed and behind doors</li> </ul> </li> <li>6. Damp mop washroom</li> <li>7. Remove mop heads from dust and damp mops and put in plastic bag/container</li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. When room cleaning is completed: <ul style="list-style-type: none"> <li>• Take waste bags and place in waste receptacle on cleaning cart</li> <li>• Close room door</li> </ul> </li> <li>2. Remove PPE and perform hand hygiene</li> <li>3. Remove wet floor sign when floor dry</li> <li>4. Return cleaning supplies to utility storage room immediately <ul style="list-style-type: none"> <li>• Clean used equipment</li> </ul> </li> <li>5. Properly dispose of waste bags from cart</li> <li>6. Take laundry to laundry room for washing: <ul style="list-style-type: none"> <li>• Use laundry detergent in full washer cycle</li> <li>• Wash environmental cleaning equipment (mop heads and cleaning cloths) separately from linens and curtains</li> <li>• Use dryer cycle until items are completely dry</li> </ul> </li> <li>7. Report any maintenance concerns to supervisor</li> </ol>

# WASHROOM CONTAMINATED TB

## CLEANING PROCEDURE

The procedure for cleaning washrooms contaminated with TB is separated into 4 main sections: toilet bowl, dusting and wiping, shower and tub, and sink and toilet cleaning tasks.

<b>TOILET BOWL</b>	<ol style="list-style-type: none"> <li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including N95 respirator and gloves</li> <li>2. Prepare toilet for cleaning <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Pour correct amount of toilet cleaner into toilet bowl</li> <li>• Use toilet brush and force water over trap to clean below water line</li> <li>• Move brush in a quick up-and-down motion</li> </ul> </li> <li>3. Remove gloves and perform hand hygiene <ul style="list-style-type: none"> <li>• Put on clean disposable gloves</li> </ul> </li> <li>4. Allow toilet bowl cleaner to soak in bowl for contact time specified by product used</li> <li>5. Performing other cleaning tasks in washroom</li> <li>6. Remove dirty linens (towels and gowns) and place in linen bag</li> </ol>
<b>DUSTING AND WIPING</b>	<ol style="list-style-type: none"> <li>1. Dust ceiling lights, wall vents and high ledges; <ul style="list-style-type: none"> <li>• Perform this task weekly and only when room is empty</li> </ul> </li> <li>2. Start by door, move clockwise around room to clean <ul style="list-style-type: none"> <li>• Spot clean wall, base boards and windows</li> <li>• Damp wipe wall-attached items such as mirrors, dispensers, call bell and cord, railings and shelves</li> <li>• Allow surfaces to air dry thoroughly</li> </ul> </li> <li>3. Wipe all high-touch items such as door frame, handles, and light switches with cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Change cloth frequently</li> </ul> </li> <li>4. Polish chrome and glass surfaces with glass cleaner</li> <li>5. Empty waste containers and tie liner bags</li> <li>6. Damp wipe outside, then inside of waste containers <ul style="list-style-type: none"> <li>• Put clean liners in waste containers</li> </ul> </li> </ol>

<p><b>SHOWER AND TUB</b></p>	<ol style="list-style-type: none"> <li>1. Cleaning showers and tubs <ul style="list-style-type: none"> <li>• Wipe inside and outside of surfaces with cleaner disinfectant solution</li> <li>• Wipe taps, faucet and shower head</li> <li>• Allow to air dry respecting contact time of product</li> <li>• If necessary, scrub to remove soap scum</li> <li>• Inspect grout for mould</li> <li>• Rinse with tap water and dry with clean cloth</li> </ul> </li> <li>2. Inspect and change shower curtains monthly, or more frequently if dirty, or as per facility's cleaning schedule</li> </ol>
<p><b>SINK AND TOILET</b></p>	<ol style="list-style-type: none"> <li>1. Clean sink and countertop <ul style="list-style-type: none"> <li>• Wipe inside and outside of sink and faucets</li> <li>• If present, wipe surface of cupboards or vanity</li> <li>• Allow to air dry</li> <li>• Rinse sink with tap water and wipe dry with clean cloth</li> <li>• Wipe plumping pipes underneath sink</li> </ul> </li> <li>2. Polish chrome surfaces with glass cleaner and paper towels</li> <li>3. Cleaning toilet <ul style="list-style-type: none"> <li>• Flush toilet with lid down</li> <li>• Wipe outside surfaces of toilet, working from high to low</li> <li>• Lift up seat and clean all surfaces</li> <li>• Wipe wall around toilet</li> </ul> </li> <li>4. Remove gloves and perform hand hygiene</li> <li>5. Continue with Room Contaminated with TB Cleaning Procedure</li> </ol>



# DISCHARGE/TERMINAL CLEANING PROCEDURE:

## ROOM AND WASHROOM CONTAMINATED WITH TB

When a patient/client/resident is discharged, the room must be thoroughly cleaned and extensively disinfected before the next person occupies the room. The door must be kept closed and the Airborne Precautions sign must remain on the door until sufficient time has passed to allow removal of airborne TB germs through air exchange system. Check with the nurse-in-charge to find out when it is safe to enter the room for cleaning. Otherwise, an N95 respirator must be worn when entering the room.

The procedure for discharge cleaning rooms contaminated with active TB is separated into 3 main sections: before cleaning, walls/bed/surfaces, and after cleaning tasks.

<b>BEFORE CLEANING</b>	<ol style="list-style-type: none"><li>1. Wear personal protective equipment (PPE) appropriate for assessed risk, including N95 respirator and gloves</li><li>2. Remove linens from bed and collect all linens such as towels<ul style="list-style-type: none"><li>• Roll up carefully to prevent germs from going into air</li><li>• Put into a linen bag, close and place bag outside room</li></ul></li><li>3. Remove all bedside curtains and window curtains</li><li>4. Check drawers, cupboards, and washroom<ul style="list-style-type: none"><li>• Disposable toiletries (soap, tooth paste, cream, razors, comb, etc.): all should be disposed into waste container</li><li>• Any personal items left behind by person should be bagged and taken to nurse's office</li></ul></li></ol> <p>Wipe outside surfaces of reusable medical equipment such as bed pans, basins, and urinals before taking to soiled utility room to be thoroughly cleaned</p>
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<p><b>WALLS / BED / SURFACES</b></p>	<ol style="list-style-type: none"> <li>1. Using cleaning cloths and cleaner disinfectant solution <ul style="list-style-type: none"> <li>• Wipe any equipment in room before it is removed</li> <li>• Wipe all wall and ceiling surfaces using a ladder to reach high places</li> </ul> </li> <li>2. If possible, raise bed manually or electronically to a comfortable height for working</li> <li>3. Clean bed mattress and pillow according to routine bed washing procedure and allow mattress to air dry</li> <li>4. Raise head and foot of bed frame to expose surfaces</li> <li>5. Use fresh cleaning cloths and cleaner disinfectant solution to damp wipe these surfaces (if present) <ul style="list-style-type: none"> <li>• Over-bed light</li> <li>• Telephone receiver and base</li> <li>• Bedside table; wipe inside and outside</li> <li>• Over-bed table; wipe inside and outside</li> <li>• Call bell</li> <li>• Headboard, bed rails and footboard</li> <li>• Bed frame; all surfaces</li> </ul> </li> <li>6. If room has a washroom, clean as per routine cleaning procedure but discard toilet brush after toilet bowl has been cleaned</li> <li>7. Clean all remaining items as per Routine Cleaning Procedures: Room Contaminated with TB Cleaning Procedure including floors <ul style="list-style-type: none"> <li>• Allow to dry thoroughly</li> <li>• Remove wet floor sign when floor is dry</li> </ul> </li> </ol>
<p><b>AFTER CLEANING</b></p>	<ol style="list-style-type: none"> <li>1. Remove gloves and gown and perform hand hygiene</li> <li>2. Exit room and remove N95 respirator and perform hand hygiene</li> <li>3. Replenish dispenser supplies such as soap, toilet paper, paper towels and hand sanitizer</li> <li>4. Hang clean curtains</li> <li>5. Remake bed if responsible for this task</li> <li>6. When discharge cleaning is finished <ul style="list-style-type: none"> <li>• Return equipment supplies to utility storage room</li> <li>• Clean used equipment immediately</li> </ul> </li> <li>7. Take laundry to laundry room for washing as per routine procedure</li> </ol>

**Notes**