

Disinfection and Sanitization Process for COVID-19 Prevention

This task may only be performed by trained and authorized personnel.

Hazards Present:	Personal Protective Equipment (PPE) or Devices Required as Per the Risk Assessment: <small>(CSA or ANSI Standards required as per regional legislation)</small>	Additional Training Requirements:
<ul style="list-style-type: none"> • Exposure to the novel coronavirus COVID-19 • Interaction with suspected/infected people • Contamination of the work environment • Psychological stress Customize/List Additional Hazards	Must use: <ul style="list-style-type: none"> • Protective gloves (nitrile) May use: <ul style="list-style-type: none"> • Protective mask (N95 or P100) or half-mask respirator with P100 filter or cartridge • Protective clothing (Tyvek suit) Customize/List Additional PPE	<ul style="list-style-type: none"> • WHMIS training • Respirator Fit testing and training • Prevention and contamination control • Personal hygiene practices • First aid training • Aware of the evolving outbreak situation Customize/List Additional Training

1. **Coronaviruses** are a large family of viruses that may cause illness in animals or humans. In humans, several

NOTE: Workers must be trained in a way that demonstrates they are competent. JUST READING a SWP is NOT training. Workers must demonstrate that they can safely perform tasks, and trainers/supervisors must follow up regularly to ensure workers are safely performing the task. Document each occurrence in the employee's training record.

NOTE: All procedures obtained from mySafetyAssistant™, operator manuals or other samples must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!

 DANGER: Failure to follow this Safe Work Procedure may result in SERIOUS ILLNESS or DEATH.

NOTICE: Report all hazardous situations to your supervisor without delay!

coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

2. **COVID-19** is caused by a novel (new) coronavirus “SARS-CoV-2” that was first detected in China in December 2019. To date, it has been found in approximately 90 countries, including Canada. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Coronavirus typically originates from an infected animal and, in some cases, make the jump over to humans. The virus has not been found in drinking water; however, it has been detected in feces of some patients diagnosed with COVID-19.

3. **The COVID-19 is spread** from person to person through respiratory droplets. When a person sneezes, coughs, or exhales, they produce water droplets from the nose and mouth that contain the virus. The droplets then land on surrounding surfaces. People who touch infected surfaces can transmit the virus to themselves by subsequently touching their mouth, nose and eyes. People can also contract COVID-19 if they breathe in droplets from a person who has coughed, sneezed or breathed out droplets containing the virus. Therefore, it’s important to stay more than 2 metres away from someone that is sick.
 - a. These viruses are not known to spread through ventilation systems or the water supply.
 - b. How long the virus survives on surfaces is not known. It is thought to be a few hours or up to several days.
 - c. It can be killed by most cleaners and disinfectants.

CLEANING AND DISINFECTING PROCEDURES

To help prevent the spread of COVID-19, public and common areas must be subject to routine cleaning and disinfecting on a regular schedule. Dirty surfaces and frequently touched areas can be hosts for viruses and be transmitted to people who come into contact with the surfaces. Therefore extra attention needs to be given to surfaces that are touched most often.

1. Conduct a hazard assessment of the work to be performed.
2. Protective gloves such as nitrile gloves should be worn. If conducting routine cleaning, safety glasses and respirator are not required unless identified in the hazard assessment or required by the manufacture’s SDS.
3. Select the right product for the job:
 - a. Cleaners
 - i. Break down grease, dirt and other organic material from the surface
 - ii. Use separately before using a disinfectant unless you are using a product that has a cleaner and a disinfectant combined.
 - b. Disinfectants
 - i. Should be applied after the surfaces have been cleaned.
 - ii. They contain chemicals that kill most germs
 - iii. With the increase in offshore imports, be sure to use only disinfectants that have a Drug Identification Number (DIN). This is an 8-digit number given by Health Canada that confirms it is for use in Canada
 - c. Disinfectant Wipes
 - i. Have combined cleaners and disinfectants in one solution and are not recommended for heavily soiled surfaces.

- ii. They should be discarded if they become dry
4. Clean frequently touched surfaces often.
 - a. Perform cleaning frequency as per your risk assessment, minimum twice per day and more as required.
 - b. Examples include handrails, doorknobs, touch screens, keypads, light switches, elevator buttons, bathroom faucets and toilet handles, vending machines, shared telephones, shared computer keyboards, desks and counters etc.
 5. **Step 1 Cleaning:**
 - a. Clean surfaces with soap and water or other cleaner prior to disinfecting to remove dirt that may reduce the effectiveness of the disinfectant.
 6. **Step 2 Disinfecting:**
 - a. Use products that are specifically formulated to kill viruses such as alcohol solutions containing at least 70% alcohol.
 - b. If not available use a bleach and water solutions (10 parts water to 1-part bleach). Always pour the bleach into the water and not the other way around. Never mix bleach with other products before ensuring they are compatible. See the Bleach SDS and Working with Bleach Safe Work Procedure.
 - c. Read the product label of the product you are using and sure the correct contact time (to ensure the disinfectant is in contact with the surface long enough to kill the virus)
 7. While performing cleaning and disinfecting tasks:
 - a. Do not eat or drink
 - b. Avoid touching your eyes, face and nose
 8. Clean-up Procedures
 - a. Remove personal protective equipment.
 - b. Remove gloves by pulling from the top (at your wrist) down towards your fingers so that they are turned inside out when removed. Do not reuse gloves.
 - c. Place soiled non re useable personal protective equipment, paper towels, gloves, and all other disposable materials into a properly labelled plastic bag and seal it. Dispose bag in regular garbage.
 - d. Do not reuse an N95 type respirator.
 - e. Avoid shaking soiled clothing to prevent the possibility of releasing virus particles in the air. Soiled clothing should be placed in a plastic bag, removed and laundered in the hottest water possible and allowed to dry completely.
 - g. Presoak with disinfectant and launder with soap and water. It is safe to launder contaminated materials with other clothing.
 - h. PPE, tools, equipment, etc. should be cleaned with paper towels, washed and disinfected with an appropriate disinfectant.
 - i. Wash your hands with soap and water for at least 1 minute at the end of your task. Remember that proper handwashing is the most important aspect of infection control.

If you believe you were exposed to biohazard material that had not been decontaminated. --Seek medical attention immediately. Follow these steps: --Skin: Wash the affected area with plenty of soap and water --Eyes: Wash eyes for at least 10 minutes with plenty of water, lifting the upper and lower eyelids occasionally.

Guidance Documents/Standards/ Applicable Legislation/Other	This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.
<p>Guidance Documents:</p> <ul style="list-style-type: none"> Safety Data Sheets Centers for Disease Control and Prevention Guidelines and Recommendations <p>CSA Standards:</p> <ul style="list-style-type: none"> CSA Z94.3.1-16 Eye and Face Protectors CSA Z94.4-11 Selection, Use and Care of Respirators <p>MB Workplace Safety & Health Regulation, MR 217/2006:</p> <ul style="list-style-type: none"> Part 2.1 Eliminating or Control of Risks Part 2.2 Consultation Required (SWP) Part 5.10 Contamination by Blood or Bodily Fluids Part 6 Personal Protective Equipment Part 35 Workplace Hazardous Products Information Systems Part 36 Chemical and Biological Substances 	<p>Completed/Approved by:</p> <hr/> <p>Date Completed:</p> <hr/> <p>Reviewed/Revised by:</p> <hr/> <p>Date Reviewed:</p> <hr/> <p><small><i>Disclaimer: Any references to legislation such as the Manitoba Workplace Safety and Health Act or Regulation or Standards, Codes of Procedures or Guidelines are for convenience's sake only. The original text must be consulted for all intents and purposes of applying and interpreting the law.</i></small></p>

This Safe Work Procedure has had the consultation of the following workers:

Name	Signature	Position	Date