

workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is sufficient.

Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

1.2 Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient. Water and physical effort alone will not kill the COVID-19 virus.

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily or after each use if shared facilities	Clean weekly	Detergent + Disinfectant
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent