

FUFON Cleaning Protocol Instructions

Before your event or meeting starts, this is what you have to do:

Designate person to clean and disinfect. **Pick up Cleaning Kit** from the labelled cupboard between the kitchen and office and take to your meeting space.

Cleaning kits contain: disposable gloves; dish soap, small pail for water, paper towels; disinfecting wipes; plastic garbage bags; Oxygenic spray solution; and disposable masks (use when spraying Oxygenic spray solution).

When your event or meeting has ended, this is what you have to do:

1. **Wear the disposable gloves** to clean and disinfect.
2. **If surfaces are visibly soiled (crumbs, spills, etc.) Clean** surface or object(s) with soap and water solution using paper towels.
3. **Disinfect** all hard surfaces/objects using approved disinfectant wipes. For cloth chairs, use Oxygenic spray solution, let dry 1 hour.
 - Wear skin protection i.e. gloves
 - ensure adequate ventilation (open window, leave door open)
 - Keep surface wet for a period of at least 60 seconds
 - Safely dispose of disinfectant wipes or paper towels and gloves in plastic bag; tie closed and discard.
 - Immediately after removing gloves, always wash hands with soap and water for at least 20 seconds.
4. **Clean and disinfect** not only room used but also any washrooms used and **all touched surfaces***.

Examples of frequently touched surfaces and objects needing routine cleaning and disinfecting include:

Tables

Doorknobs & Light switches

Countertops & Handles

Desks – tops and drawer pulls

Phones

Keyboards & Computer mouse

Touchscreens

Pencils; pens; scissors

Toilets

Grab bars

Faucets and sinks

Lockbox and keys

5. **Return** cleaning kit to cupboard.