

<b>STANDARD OPERATING PROCEDURE (SOP)</b>					
<b>Title:</b>	Cleaning, Disinfection and Sanitizing Campuses				
<b>Department:</b>	Facilities Management - Campus Services				
<b>Division:</b>	Industrial Hygiene and Building Services				
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# PART 1

## 1. Purpose

To provide a general framework, methods, procedures and controls for cleaning, disinfection and sanitizing of campuses building facilities, workplace areas and community spaces taking cognizance of Coronavirus COVID-19 directives and guidelines.

## 2. Scope

This Standard Operating Procedure (SOP) is applicable to all Industrial Hygiene and Building Services staff performing cleaning, disinfecting and sanitizing services on campuses.

## 3. Responsibility

Campuses building spaces must be properly cleaned, disinfected and sanitized to prevent contamination and spread of the Coronavirus COVID-19 and to ensure a clean, healthy and safe workplace environment.

## 4. Definitions

COVID-19	Coronavirus Disease 2019;
Virus	The SARS-CoV-2 virus;
Hazard	A source of or exposure to danger, a situation, or act with the potential for harm in terms of human injury or ill health or a combination of both;
Hazard identification	The process of recognizing that a hazard exists and defining its characteristics;
Risk	The likelihood that the harm, injury or damage from a particular hazard will occur (“the chance of harm or loss”);
Risk Assessment	The overall process of risk analysis and risk evaluation;
Harm	Injury or loss;
Exposure	How often and for how long employees/people are exposed to a hazard
Event	An incident or situation, which occurs in a particular place during a particular interval of time;
Consequences	The degree of harm, the potential severity of the injuries or ill health and/or the number of people potentially affected.
Probability	The chance that a person or persons will be harmed during the exposure period;
Likelihood	The chance per unit of time (usually per year), used as a qualitative description of the probability;
Worker	Any person who works in an employer’s workplace including an employee of the employer or contractor, a self-employed person or volunteer;
Workplace	Any premises or place where a person performs work;

Work Order	Job Card or Work Permit for maintenance, repair, installation needs and services from approved building staff to the Industrial Hygiene and Building Services Division of the Department of Facilities Management;
Record	A document stating results achieved or providing evidence of activities performed;
OHSA	Occupational Health and Safety Act 85, 1993 (Act No. 85 of 1993);
Directive 479	COVID-19 Occupational Health and Safety Measures in work places COVID-19 (C19 OHS), 2020: Directive No. 479 dated 28 April 2020 from the Department of Employment and Labour, issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations;
Cleaning	Removal of gross contamination, organic material, and debris from the premises or respective structures, via mechanical means like sweeping (dry cleaning) and/or the use of water and soap or detergent (wet cleaning). The goal is to minimize organic material so disinfection can be effective;
Disinfection	Methods used on surfaces to destroy or eliminate a specific species of infectious microorganism through physical (e.g., heat) or chemical (e.g., disinfectant) means. A combination of methods may be required;
Virus Elimination	Cleaning/disinfection measures conducted with the primary purpose to destroy or eliminate all viruses on the premises as cost effectively as possible;
SOP	Safe Operating Procedure stipulating methods and operational criteria that reduce mitigate and/or control the risk emanating from activities and otherwise ensure that operation and activities are carried out under defined and controlled conditions;
Procedure	Specified way/methods to carry out an activity or a process;
PPE	Personal Protective Equipment, defined as all equipment which is intended to be worn or held by a person who is at work and which protects him/her against one or more risks to his/her health and safety, and (for the purposes of this SOP) includes items as defined by Directive 479 date 28 April 2020 from the Department of Employment and labour;
NRCS	National Regulator for Compulsory Specifications

## 5. Health and Safety

### 5.1 University Policies and Procedures

Campus cleaning employees are required to follow at all times the University policies and procedures.

### 5.2 Worker obligations

In addition to the obligations of employees under the OHSA, every worker is obliged to comply with measures introduced by their employer as required by this SOP.



### 5.3 Leaving Your Assigned Work Areas

Leaving your assigned work areas without the permission of your supervisor is prohibited.

You are expected to be in your work area at all times other than at break time and to call your supervisor when leaving campus. The only exception to this rule is for an emergency.

### 5.4 Injuries

Report all injuries occurring on the job to your immediate supervisor. An occupational injury report must be completed for all injuries.

### 5.5 Illness

If you become ill at work you must notify your immediate supervisor.

Because of the nature of the job itself, workers must wear gloves, wash and sanitize their hands frequently and avoid touching their hands to their mouth, nose or eyes.

### 5.6 Safety and Training

- a. Consider practices that reduce the potential for exposure to COVID-19.
- b. We have all had to make and maintain significant behavioral changes to reduce the spread of COVID-19, we will need to continue these practices:
  - keep at least 1,5 metres social distancing between yourself and others, whenever possible when you must go into a shared space), do not gather in groups.
  - wearing cloth face coverings
  - avoiding touching eyes, nose, and mouth
  - staying home when sick
  - cleaning and disinfecting frequently touched objects and surfaces
- c. It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.
- d. Personal protective equipment PPE (gloves, masks, etc.) must be worn as required by the OHSA and Risk Assessments.
- e. Equipment should be properly cleaned and stored after each use.
- f. Wet floor signs must be used when mopping, scrubbing or stripping a floor.
- g. Cleaning staff should be trained by Business Support Services.

### 5.7 Hazards and Precautions

- a. Hazards must be identified by recognizing that a hazard exists and defining its characteristics, prior to performing any work.
- b. Risk Assessments must be carried out prior to performing any work and must include risk analysis and risk evaluation and identifying the likelihood that the harm, injury or damage from a particular hazard will occur.
  - Identify the Hazards in each step of the work activity.
  - Determine the Risks of each Hazard.
  - Ensure that all the relevant Risks are systematically addressed and prioritized.



- Develop control measures to minimize the Risk.
  - The level of detail of the Risk Assessment should match the level of Risk.
- c. Hazardous waste material must be put in an approved, hazardous materials boxes/containers and labeled “bio-hazard”. The Office of Environmental Health and Safety must then be notified for pickup.

## **5.8 Risk Assessment**

- a. It is the responsibility of the cleaning management to ensure that risk assessments are undertaken for all cleaning tasks prior to doing the work.
- b. The agreed safe method of working must be effectively communicated to workers/cleaning staff.
- c. All risk assessments will be filed in the cleaning department offices / Health and Safety files and must be available to staff / work teams.

## **5.9 Personal Protective Equipment (PPE)**

- a. PPE will be provided by the University and must be worn at all time during your work shift and as per the requirement if Risk Assessments.
- b. Any defective or damaged and missing PPE must be reported to the cleaning management.
- c. Workers must wear face masks / cloth face coverings gloves, eye ware and protective clothing.
- d. Remove masks with great care not to touch the potentially infected outer surface of the mask and wash hands with soap and water immediately after each piece of PPE is removed.
- e. The University will issue each employee with at least two (2) cloth facemasks, which should be worn by the employee while at work and while commuting to and from work. The issuing of facemasks will be managed from the Stores Services in the Department of Facilities Management.
- f. The University will issue each staff member Individual hand sanitizer and replenished when needed.
- g. It is the responsibility of the cleaning Team Leaders and Sector Manages to monitor the use of PPE by cleaning staff. In addition this will include checking that suitable PPE is available, correctly stored, issued and being used as directed.

## **5.10 Hand hygiene and other preventive measures**

- a. Workers must wash their hands frequently and avoid touching their hands to their mouth, nose or eyes.
- b. Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based (at least 60% alcohol) hand sanitizer if soap and water are not available. Key times to clean hands include:
- After blowing your nose, coughing or sneezing
  - After using the toilet
  - Before eating or preparing food
  - After cleaning activities



- After using public transportation
- Cover coughs and sneezes with a tissue or sleeve. Do not use your hands.
- Do not touch your eyes, nose or mouth with unwashed hands.
- Do not shake hands. Instead, wave.
- If you interact with clients or coworkers, remember to wash hands with soap and water or use hand sanitizer after every transaction.

## 6. Equipment

- a. Sanitizer Fogging Machine.
- b. Sanitizing de-contamination trailer unit.

## 7. Chemicals and Materials

- a. Only authorized cleaning chemicals can be used for cleaning and disinfection.
- b. Wear gloves and protective eye wear when diluting concentrated chemicals.
- c. All chemicals must have a Material Safety Data Sheet which has been reviewed, assessed and approved by cleaning management prior to use.
- d. Consult manufacturer's instructions and/or Safety Data Sheets (SDS) to verify the appropriate PPE required for all cleaning and disinfecting products used.
- e. Approved chemicals to use for disinfecting;

- **Sanchlor HF at a 1 to 20 dilution** - clean and disinfect floor/hard surfaces

Sanchlor HF is a Sodium Hypochlorite based disinfectant/cleaner that is effective against the Corona virus. It kills the virus within 1 minute after application. After application there will be no residual effect (meaning that after killing the virus, the disinfectant is no longer active).

- **Antibac 15 at a 1 to 20 dilution** - apply by fog or mist spray

Antibac 15 is a QAC (Benzalkonium Chloride) based product that is effective against the Corona virus family. It kills the virus within 10 minutes after application and has a residual effect that gives protection against any contamination after application.

- **Sodium Hypochlorite at a 1 to 9 dilution** - apply with a damp cloth.

Regular household bleach is typically: 5.25% NaCl 50,000 ppm AvChl

To use: dilute 1 part bleach to 9 parts water for a 1:9, or 5 g/L solution (0.525% NaCl 5,000 ppm AvChl)

Use of household bleach and water solutions is a very effective method to fight viruses and must be used for disinfecting.

- **Alcohol solutions with at least 70% alcohol.**
- **Hydrogen Peroxide.**

## 8. Cleaning, Sanitizing, Disinfecting

- a. The key to minimizing contamination is to effectively and frequently disinfect commonly used locations / areas and items.





- b. Cleaning and disinfecting operations must be focused on all surfaces that are touched frequently with hands (“high-touch” areas) such as, but not limited to: doorknobs, handrails, balustrades, light and plug switches, lift buttons, phones, toilets, desk / table surfaces, drawer pulls, chairs, seats, armrests, countertops, faucets, toilet handles, shared tools, equipment, keys, printers, keyboards, computer mice, remote controls etc. These surfaces are to be cleaned and disinfected regularly.
- c. It is important to make the distinction between cleaning and disinfecting.
- d. **Cleaning** involves removing dirt and debris at a site or on a surface by using water and a detergent. Even if you thoroughly clean the surface with regular detergents, viruses are not eliminated and will be transmitted to the next person who touches the surface.
- e. **Disinfecting** involves using a chemical product that prevents the spread of bacteria or viruses.
- f. To disinfect a cleaned surface or object, you can use regular disinfection products (for example, bleach, peroxide or alcohol-based disinfectant products) or use a disinfectant that has been registered and approved and that are effective against COVID-19.
- g. Coronaviruses are relatively easy to kill with most disinfectants.
- h. Routine cleaning of surfaces using appropriate cleaning and disinfection methods can help prevent the spread of COVID-19.

### 8.1 General procedure for routine cleaning and disinfection:

- a. All workspaces used or occupied must be effectively cleaned and disinfected.
- b. Care must be taken not to damage the surfaces that need to be disinfected.
- c. Clean very dirty surfaces with appropriate cleaning agent before disinfecting.
- d. If a surface is visibly dirty, first clean using a regular cleaning product, such as soapy water for a table or cleaning cloth for a cell phone.
- e. Frequently replace the rags used for cleaning and disinfecting, especially when you move from one place to another.
- f. To ensure proper disinfection, the surface must be thoroughly wiped down with a cloth that is soaked (nearly dripping) with the chlorine solution and left to air dry completely. Do not rinse or dry the solution off the surface; doing so will prevent the surface from being fully disinfected. Rinsing of surfaces should occur only when the disinfecting solution has dried completely.
- g. Put all soiled disposable cleaning materials and soiled PPE into the garbage bag. Contaminated disposable PPE is placed in another bag (double bagged).
- h. Clean and disinfect all reusable PPE in accordance with cleaning protocols.

### 8.2 Cleaning Process when using a detergent or disinfectant to clean, followed by a sanitizer:

- a. Cleaning of a surface to remove any visible contamination, allows the sanitizer to perform at its maximum to sanitize the surface.
- b. If the area has contamination on the surface the sanitizer would lie on the dirt and therefore would not be sanitizing the surface.

Use a detergent or disinfectant or combination of both to first clean the area, the contact time required is 10 minutes then remove the dirt / contamination. A number of products can be used for this process;





- **Sanchlor HF:** is a detergent / disinfectant, will clean and disinfect the surface before sanitizing takes place.
  - Bathrooms, Hard Surfaces and areas where a product containing a % of **bleach** is safe to use or **GP Clean for floors**, walls and general areas.
- c. After removing visible contamination from the surface a sanitizer can be used with a fine mist spray or fogging machine to leave a prolonged protection on the surface.
- Using the product with a fine mist application, spray over the area to be sanitized and leave to dry. Ready to use solutions will be:
- **Hand Sanitizer C/ Be Sure:** (Supplier awaiting the NRCS registration)
  - **Antibac 15 can be diluted 1:5:** (1 part product to 5 parts water) same process applied.

### 8.3 Environmental Cleaning Procedure in non-healthcare settings during the COVID-19 pandemic

- a. Only registered disinfectant detergents should be used for environmental disinfection.
- **Sanchlor HF and Antibac 15:** (Both registered disinfectants)
  - **Hand Sanitizer C/ Be Sure:** (Supplier awaiting the NRCS registration)
- b. Far more bacteria and viruses are removed by cleaning than are killed by disinfection. The use of a proven cleaning method is therefore of paramount importance.
- c. Only visibly clean surfaces can be disinfected. Visible dirt must first be removed by cleaning before the surface can be disinfected.
- d. **Sanchlor HF:** is a detergent / disinfectant, will clean and disinfect the surface before sanitizing takes place.
- e. If **Sanchlor HF** can't be used in a certain area, a detergent **GP Clean** can also be used
- f. After either of these products has been used to remove dirt then sanitizing can take place using **Antibac15** or **Hand Sanitizer C/ Be Sure**.
- g. The correct dilution of the disinfectant detergent according to the manufacturer's instructions is critical to the success of the disinfection procedure.
- **Sanchlor HF and Antibac 15** can be diluted. **Hand Sanitizer C/ Be Sure** is a Ready to Use Product.
- h. All disinfectant /detergents require a contact time of approximately 10 minutes to work effectively. This means that the disinfectant detergent must be applied to the surface and allowed to remain wet for 10 minutes. After 10 minutes the surface should be wiped clean with a dry or damp cloth to remove the disinfectant detergent residue.
- i. If **Sanchlor HF** is used to clean an area and **Antibac 15** or **Hand Sanitizer C/Be Sure** is applied after the cleaning process then the sanitizers will leave a residual effect, adding to the above requirement.
- j. Any unused disinfectant detergent at the end of the disinfection process should be discarded

### 8.4 Cleaning Procedures

- a. Prepare to clean and disinfect environmental surfaces:



- i. Fill your janitorial trolley with all the equipment, chemical and consumable products required to complete the cleaning and disinfecting process according to your organization's worksite procedures
  - ii. The Material Safety Data Sheets (MSDS) for the chemicals used need to be available at the site.
- b. Clean above the floor surfaces .The highest risk above floor surfaces are the hand contact surfaces. These could include door handles, balustrades, lift buttons, light switches, telephones, keyboards and restroom fixtures. Building occupants and visitors that may be COVID-19 positive can transfer the virus to these surfaces:
- i. The virus can survive up to 9 days on some surfaces. Other building occupants and visitors that may be COVID-19 negative may touch the contaminated surface and thus acquire the virus.
  - ii. In high traffic situations, consideration should be given to cleaning and disinfecting surfaces such as door handles, counters, railings and balustrades at regular intervals throughout the day.
  - iii. More dust and soil accumulate on horizontal surfaces than on vertical surfaces.
    - Wipe the surface with a cloth that has been thoroughly wet with the disinfectant detergent.
    - Allow 10 minutes contact time, then wipe/dry off the area.
  - iv. The cloths used should preferably be low-linting or microfiber cloths. Ideally these cloths should be machine laundered at the end of the cleaning process. It is important to note that if microfiber cloths are used, they **MUST** be laundered. Microfiber cloths cannot be decontaminated if a manual washing process is employed.
  - v. Single use, disposable disinfectant wipes can be used in place of low-linting and microfiber cloths.
- c. Clean hard floor surfaces:
- i. Loose dirt and dust is best removed by sweeping the floor with a disposable dust control cloth or microfiber sweeping mop. Whilst there is no evidence that COVID-19 can infect via dust particles, removing the floor dust will significantly reduce the viral load. Disposable dust control cloths and microfiber mops capture the dust on the disposable cloth or mop head. Using a broom or dry mop sweeper is not recommended as they agitate the floor dust that is laden with bacteria and viruses into the air.
  - ii. Once the dry dirt and dust has been removed from the floor, wet/sticky dirt can be removed by spot mopping or wet mopping the floor. It is not necessary to use a disinfectant detergent for this purpose – a general purpose detergent is adequate. In large areas using an automatic scrubber drier is the preferred method from the efficiency and hygienic point of view.
  - iii. If there is an area where Sanchlor HF cannot be used, for example near fabric areas then GP Clean can be used.
- d. Clean carpets - the preferred method is to vacuum the carpet using a vacuum cleaner fitted with a HEPA filter.
- e. End of shift procedures:
- i. Empty, rinse and dry buckets.



- ii. Wipe down the janitorial cart and mop handles with a cloth saturated with the disinfectant detergent solution.
  - iii. Dispose of any unused disinfectant detergent solution.
  - iv. Safely take off your PPE, strictly observing the requirements in your organization's worksite procedure.
- f. Wash your hands after removing your PPE.
  - g. Launder cloths and mop heads.
  - h. Dispose of waste and used PPE in accordance with your organization's worksite procedure.

#### Difference explained:

**Sanitize:** Sanitizing reduces the number of microorganisms to an acceptable public health standard.

- Sanitizers reduce germs almost immediately.
- Hand Sanitizer C/ Be Sure leaves a residual effect after sanitizing.

**Disinfect:** Disinfectants on the other hand, kill all harmful bacteria (99.9999%).

- A disinfectant does not kill germs immediately; it takes approximately 10 min to do so and offers a residual killing effect.

**Sterilize:** To sterilize a surface means to kill all bacteria whether it is harmful or not, this is an extreme approach. This practice is typical in the healthcare environment.

- a. 70% alcohol hand sanitizers only sanitize surfaces with no residual effect (it does not protect surfaces against germs after sanitation)
- b. Hand Sanitizer C/Be Sure, sanitize surfaces (Hydrogen Peroxide) and disinfects surfaces with a residual effect (Benzalkonium Chloride)

## 9. Reference Section

- a) Occupational Health and Safety Act 85, 1993 (Act No. 85 of 1993;
- b) Directive No. 479 dated 28 April 2020 from the Department of Employment and Labour, issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations; COVID-19 Occupational Health and Safety Measures in work places COVID-19 (C19 OHS), 2020;

## PART 2

### 10.SOP A1: Cleaning - Common Areas

#### 10.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Common Areas on campuses during the Coronavirus COVID-19 pandemic.

#### 10.2 Procedure

- Common areas should be cleaned and disinfected daily.
- Clean door mats.
- Clean and disinfect entrance doors.
- Clean door handles with a disinfectant.
- Dust light fixtures and disinfect.
- Remove marks on walls, doors and electric switches.
- All foyers floors, furniture, glass doors, glass windows, fixtures etc. should be cleaned and disinfected.
- Clean and disinfect telephone. Spray disinfectant on a dry cloth and clean telephone mouth piece, ear piece and telephone instrument.
- Furniture is to be dusted and vacuum cleaned.
- Clean all glass surfaces and windows.
- Mop and sweep floors, wash and disinfect.
- Clean all marble / tile / wood skirting with a damp cloth.
- All dustbins must be fitted with disposable plastic bags. Disposable plastic bags must be removed and disposed of daily.

### 11.SOP A2: Cleaning - Stairs, Handrails, Balustrades

#### 11.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Stairs, Handrails and Balustrades on campuses during the Coronavirus COVID-19 pandemic.

#### 11.2 Procedure

- Sweep and wash all stair surfaces.
- Wash and disinfect hand railings and balustrades.

## 12. SOP A3: Cleaning - Lifts

### 12.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Lifts on campuses during the Coronavirus COVID-19 pandemic.

### 12.2 Procedure

- Lifts must be cleaned on a daily.
- Both the inside and the outside of the Lift door should be wiped down.
- Start cleaning from the top to down to avoid resoling areas already cleaned.
- Clean entire interior and control panels, wipe handrails with disinfectant.
- Wipe with a damp cloth followed by a dry cloth.
- Disinfect all areas.
- Clean the mirrors.
- Wipe buttons with a disinfectant.
- Wash the floor-eliminating stain.
- Vacuum carpets using a high power vacuum cleaner.
- Clean Lift door channel / jambs and ensure it is free of dust and dirt at all given times.
- Remove all dust particles, dust with the help of the vacuum cleaner and scrub the Lift channel with a hand scrubbing brush.
- Wash floors and disinfect.

## 13. SOP A4: Cleaning - Ablutions

### 13.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Ablutions and Toilets on campuses during the Coronavirus COVID-19 pandemic.

### 13.2 Procedure

- Put on protective gloves and goggles.
- Replenish toilet paper, hand soap, she bags and Auto Janitor refills.
- Soap dispensers should be cleaned daily with detergent and water and dried.
- Empty and clean all rubbish bins and she-bins.
- Clean mirrors.
- Wash and disinfect all toilets, wash basins and urinals.
- Clean and disinfect door handles as well as toilet handles and taps.
- Clean and disinfect light switches.
- Wash and disinfect floors.
- Wash tiles with a disinfectant.



- All: door handles, taps and toilet handles in cloakrooms and showers must be washed and disinfected.
- Dust extractor fans.

#### Toilets

- Toilets and urinals should be cleaned and disinfected daily at regular intervals.
- Flush toilet, if the flush is not working properly then inform the one stop to create a maintenance job order.
- Wipe the outside of the toilet bowl and the walls around the toilet with a damp cloth. (Use this cloth only to clean the toilet. Use the cloth with correct color coding to identify.)
- Wipe the pipes leading to the toilet.
- Wipe the walls under the vanity and the drain pipe
- Use a toilet bowl brush to scrub the inside of the toilet bowl.
- Clean under the rim and under the toilets.
- Clean the top of the rim of toilets, in and around the hinges, bottom of toilets seat cover
- Flush the toilet.
- Rinse the brush in the toilet once the cleaning is done
- Dry entire toilets, using clean dry cloth removing all marks
- Recheck inside toilets bowl especially under rim and ensure water is clear.
- Close toilets seat cover.
- Always make sure that the toilets are stain free, fresh smelling, dry and the water in the bowl is clear.

## **14. SOP A5: Cleaning - Offices and Workstations**

### **14.1 Scope**

To provide methods and controls for cleaning, disinfection and sanitizing of Offices and Workstations on campuses during the Coronavirus COVID-19 pandemic.

- Office staff to clean, sanitize & disinfect individual office and workstation.

Divisions / Department Heads to ensure implementation.

### **14.2 Procedure**

- Empty and clean all rubbish bins.
- Dust all horizontal surfaces with a damp cloth.
- Clean and disinfect light switches.
- Dust high sills/ledges and light fittings.
- Wipe telephones with a damp cloth and disinfect.
- Dust window sills with a damp cloth.
- Vacuum carpets.

- Wipe computers with a damp cloth and disinfect.
- Clean door handles with a disinfectant
- Remove spots on glass doors, steel cabinets

## 15. SOP A6: Cleaning - Lecture Halls

### 15.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Lecture Halls on campuses during the Coronavirus COVID-19 pandemic.

### 15.2 Procedure

- Mop and buff vinyl floors.
- Empty all rubbish bins.
- Dust tables and chairs with a damp cloth and disinfect.
- Clean door handles with a disinfectant.
- Clean and disinfect light switches.
- Clean spots on walls and switches.
- Dust walls, lights and fittings and air conditioner fittings.
- White boards must be cleaned with white board cleaner.

## 16. SOP A7: Cleaning – Libraries

### 16.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Libraries on campuses during the Coronavirus COVID-19 pandemic.

- Offices & Workstations – Library / office staff to clean, sanitize & disinfect individual office / workstation.
- Computer Equipment – Library / office staff and Users to sanitize & disinfect before / after use.

Divisions / Department Heads to ensure implementation.

### 16.2 Procedure

- Clean and disinfect turnstiles daily at regular intervals.
- Empty and clean all rubbish bins.
- Dust ledges, racks and books with an acceptable/suitable back pack vacuum cleaner.
- Vacuum carpets.
- Clean and disinfect light switches.





- Wash door handles with a disinfectant.
- Wash vinyl floors.
- Buff floors.

## 17. SOP A8: Cleaning - Laboratories

### 17.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of Laboratories on campuses during the Coronavirus COVID-19 pandemic.

### 17.2 Procedure

- Empty and clean all rubbish bins.
- Wash buff and disinfect vinyl floors.
- Clean and disinfect light switches.
- Wash tiles and door handles with a disinfectant.
- Clean countertops and disinfect.

## 18. SOP A9: Cleaning - IT Labs

### 18.1 Scope

To provide methods and controls for cleaning, disinfection and sanitizing of IT-Labs on campuses during the Coronavirus COVID-19 pandemic.

- Offices & Workstations - Staff to clean, sanitize & disinfect individual office / workstation.
- Computer Equipment - Staff and Users to sanitize & disinfect before / after use.

Divisions / Department Heads to ensure implementation.

### 18.2 Procedure

- Empty and clean all rubbish bins.
- Dust ledges, racks and books with an acceptable/suitable back pack vacuum cleaner.
- Vacuum carpets.
- Clean and disinfect light switches.
- Wash door handles with a disinfectant.
- IT staff / Users to clean, disinfect, sanitize computer equipment, keyboards, etc.

## **19. SOP A10:           Cleaning - Kitchens**

### **19.1 Scope**

To provide methods and controls for cleaning, disinfection and sanitizing of Kitchens on campuses during the Coronavirus COVID-19 pandemic.

### **19.2 Procedure**

- Put on protective gloves.
- Empty and clean all rubbish bins.
- Clean and disinfect door handles as well as handles and taps.
- Clean and disinfect light switches.
- Clean, disinfect and sanitize all surfaces, work-tops, etc.
- Wash and disinfect floors.
- Wash tiles with a disinfectant.
- Clean, disinfect, sanitize microwave ovens.

## **20. ATTACHMENTS**

### **20.1 Attachment 1 - Training Matrix**

### **20.2 Attachment 2 - Daily Attendance and Screening document**



**ATTACHMENT 2 – DAILY ATTENDANCE AND SCREENING DOCUMENT**

**ATTENDANCE COVID 19 DAILY SYMPTOMS MONITORING CHECKLIST FOR STAFF IN THE INDUSTRIAL HYGIENE AND BUILDING SERVICES (IH) , CAMPUS SERVICES DIVISION (CSD), DEPARTMENT OF FACILITIES MANAGEMENT, UNIVERSITY OF PRETORIA**

**Personal details of UP Staff Member in Industrial Hygiene and Building Services (IH), Campus Services Division (CSD)**

Name	Surname	UP Personnel number	Work area and Campus											
<b>Employee</b>														
<b>WEEKLY CALENDAR DATE: .....2020</b>				<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>						
Did you recently travel outside your normal residential area?		State Yes / No												
Did you attend any meeting of more than 10 people?		State Yes / No												
Were you in contact with a person infected with Covid-19?		State Yes / No												
Physical Symptom: Fever?		State Yes / No												
Physical Symptom: Chills?		State Yes / No												
Physical Symptom: Sore throat?		State Yes / No												
Physical Symptom: Cough?		State Yes / No												
Physical Symptom: Shortness of breath?		State Yes / No												
Physical Symptom: Body pains / Myalgia??		State Yes / No												
Physical Symptom: Diarrhea?		State Yes / No												
I am fully aware of the H & S regulation and will adhere at all times		<b>Time (In/out)</b>												
		<b>Signature</b>												