

SECTION: Health & Safety		GUIDELINE #: JHS-029
Date Approved: April 27, 2020		Infection Control - Disinfecting Work Sites
Revision Date:	Review Date:	
Authority: Joint Health & Safety Committee		

PURPOSE

To provide a process to support the ongoing health and safety of staff through the regular disinfection of work sites.

SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors and Visitors

GUIDELINES

Overview

Employers have an obligation to protect workers from workplace hazards as set out in the Occupational Health and Safety Act (OHSA). Workers have an obligation to raise any related concerns to their:

- Supervisor;
- Joint Health and Safety Committee; or
- Health and Safety Representative.

This will help ensure the Town as an employer and its employees have taken all reasonable precautions to prevent the spread of COVID-19 or other infectious diseases.

Potential Hazards and Areas of Exposure

COVID-19 and other infectious diseases are most often spread through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then your mouth, nose, or eyes. The following are areas of potential hazards or exposure that staff should be mindful of:

- Close contact with coworkers or members of the public.
- Touching possibly contaminated items during the course of work, including:
 - Tools and equipment
 - Materials and supplies
 - Pens and other office supplies
 - Toilets, sinks, countertops, and hand dryers in washrooms
 - Electronic devices including computers, phones, photocopiers, payment machines
 - Common surfaces such as door handles, railings, elevator buttons
 - Shared communal spaces such as lunchrooms and copier rooms

SECTION: Health & Safety		GUIDELINE #: JHS-029
Date Approved: April 27, 2020		Infection Control - Disinfecting Work Sites
Revision Date:	Review Date:	
Authority: Joint Health & Safety Committee		

Controls

- a) Maintain physical distancing of at least two metres (six feet) or more between persons.
- b) Regularly clean and disinfect the workplace or jobsite.
- c) Ensure adequate handwashing and sanitizing stations are available at the worksite.
- d) Practice good hand hygiene throughout your shift.
 - i. Wash hands frequently with soap and water for at least 20 seconds.
 - ii. If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- e) Cough and sneeze into a tissue then immediately discard it, or cough or sneeze into your elbow or sleeve. Wash or sanitize hands immediately afterward.

Protocols for Disinfecting Surfaces

To clean hard surfaces such as stainless steel, floors, railing, light-switch plates, and doorknobs:

1. Follow instructions on the label of the cleaning product and the safety data sheet.
2. Use chemicals in a well-ventilated area and NEVER mix cleaning chemicals.
3. Clean surfaces with soap and water to remove visible debris and stains.
4. Rinse surfaces with clean water and wipe with a clean towel.
5. Sanitize surfaces using a disinfecting spray.
6. Apply the disinfectant to the surface. Ideally disinfectants should be left on surfaces for 10 minutes before wiping with a clean towel.
7. Rinse the disinfected surface with water and allow to air dry.
8. Remove any gloves, place them in the garbage, and discard.
9. Wash hands after removing gloves.

Use appropriate personal protective equipment (PPE) when handling disinfectants. Consult Safety Data Sheets for details on PPE requirements for different disinfecting and/or cleaning agents.

If wearing gloves, remove and dispose of them properly following cleaning.

Monitor your supply of disinfectants, sanitizer, cleaning products, PPE (gloves), towels, etc., to ensure you have sufficient supplies on hand. A minimum 30 day supply should be on hand at any given time.

Best Practices for Hand Washing

Workers must wash or sanitize their hands:

- After using the restroom;
- Before eating;
- Before handling food or smoking;
- After coughing, sneezing, or blowing their nose;
- After removing a mask or gloves; and
- After contact with chemical agents.

RELATED DOCUMENTS

- a) JHS-026(G) COVID-19 Safety
- b) Hanover Return to Work Reintegration Plan for COVID-19