

# COVID-19 - Good Practice Checklist

## Cleaning and Disinfection

These checklists have been prepared to help employers, business owners and managers to continue the safe operation of their business, and prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your workplace.

**Note:** If disinfection is required, it must be carried out in addition to cleaning, and never as a substitute for cleaning.

Detailed information on cleaning and disinfection can be found at [ecdc.europa.eu](https://ecdc.europa.eu).

Further information can be found at [gov.ie](https://gov.ie), [hse.ie](https://hse.ie), [hpsc.ie](https://hpsc.ie) and [hsa.ie](https://hsa.ie).

No.	Controls	✓Yes	✓No	Action Required
	<b>Procedures and Information</b>			
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?			
2.	Have you a system in place for thorough and regular cleaning of frequently touched surfaces, rooms and work areas?			
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?			
4.	Have the following examples of frequently touched surfaces/contact points been included in your cleaning plan? <ul style="list-style-type: none"> <li>• table tops and desks</li> <li>• work equipment</li> <li>• door handles, hand rails</li> <li>• light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls</li> <li>• vending machines</li> <li>• kettles, coffee machines, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles</li> </ul>			
5.	Is cleaning carried out regularly?			

No.	Controls	✓Yes	✓No	Action Required
6.	Are washroom facilities, locker rooms, and communal spaces (e.g. lockers), being cleaned regularly?			
7.	Have you provided workers with essential cleaning materials to keep their own workspace clean for example wipes/disinfection products, paper towels and waste bins/bags? Where hot desks are used by identified workers, are cleaning materials in place for these workers to clean the area before and after use?			
8.	Have you told workers what they need to do to keep their own workspace clean?			
9.	Where relevant, are workers provided with hand sanitisers and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift?			
10.	Have you advised workers to clean any personal items that they have brought to work, such as mobile phones, and to avoid leaving them down on communal surfaces? Should this happen, have you advised workers to clean the surface after the personal item is removed?			
11.	Have bins been provided?			
12.	Are there sufficient waste collection points in the workplace, and are these emptied regularly throughout and at the end of each day?			
13.	Have you sufficient cleaning materials available to allow for increased cleaning?			
14.	Have cleaning staff been trained in the new cleaning arrangements?			
15.	Have staff been instructed to read and follow instructions on the cleaning product(s) label and where necessary, the Safety Data Sheet (SDS) before use? Is appropriate Personal Protective Equipment (PPE) or protective clothing worn by cleaners, where deemed relevant?			

No.	Controls	✓Yes	✓No	Action Required
16.	Have you provided information to staff on the safe use, storage and disposal of face masks/coverings, including the safe cleaning of face coverings, if applicable? See <a href="#">ECDC video</a>			
17.	If staff have been instructed to wear gloves when cleaning, are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?			
18.	Have you considered other factors e.g. gloves must not create an occupational hazard (such as gloves getting caught in rotating parts), workers' individual susceptibilities (allergies, etc.)?			
19.	Is there a system in place for the disposal of waste (general and COVID-contaminated waste)? Are the measures outlined in section 2.C7 of the <a href="#">Transitional Protocol for Working Safely: Good Practice Guidance</a> adhered to in relation to cleaning?			
20.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?			
21.	Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?			
<b>Additional Information</b>				

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The information contained in this checklist is for guidance purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.*