

# CLEANING & PERSONAL HYGIENE INSPECTION

Cleaning & Personal Hygiene Inspection for workplace environments.



* Your Name	* Date / Time

## GENERAL DETAILS

Field Office	Service Line

## PROCESS & PROCEDURES

Are relevant COVID-19 updates posted on staff noticeboards, or been provided via internal communications? <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1)	Have Supervisors and Managers been adequately trained on the implications of COVID-19? <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1)
Have employees been provided with accurate information about ways to prevent the spread of infection? <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1)	Have employees been made aware of common symptoms of COVID-19? <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1)

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New-loss of taste or smell

## CLEANING & DISINFECTING SURFACES

Have the cleaning measures to ensure high risk contact areas and touch points are being regularly disinfected been reviewed? <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1)
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Wear disposable gloves to clean and disinfect.

Clean surfaces using soap and water, then use disinfectant.

Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

Practice routine cleaning of frequently touched surfaces.

High touch surfaces include: Tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Has the CDC guidance for cleaning and disinfecting hard surfaces been followed? <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1)
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Unexpired household bleach will be effective against coronaviruses when properly diluted.  
Follow manufacturer's instructions for application and proper ventilation.  
Never mix household bleach with ammonia or any other cleanser.  
Leave solution on the surface for at least 1 minute.  
To make a bleach solution, mix:  
5 tablespoons (1/3rd cup) bleach per gallon of water  
OR 4 teaspoons bleach per quart of water

Has the CDC guidance for cleaning and disinfecting soft (porous) surfaces been followed?

Yes (1/1)       No (0/1)

For soft surfaces such as carpeted floor, rugs, and drapes.  
Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.  
Launder items (if possible) according to the manufacturer's instructions.  
Use the warmest appropriate water setting and dry items completely.  
OR Disinfect with an EPA-registered household disinfectant. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Have appropriate items been laundered following CDC guidelines?

Yes (1/1)       No (0/1)

For clothing, towels, linens and other items.  
Launder items according to the manufacturer's instructions.  
Use the warmest appropriate water setting and dry items completely.  
Wear disposable gloves when handling dirty laundry from a person who is sick.  
Dirty laundry from a person who is sick can be washed with other people's items.  
Do not shake dirty laundry.  
Clean and disinfect clothes hampers according to guidance above for surfaces.  
Remove gloves, and wash hands right away.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) & HAND HYGIENE

Are employees following CDC recommended hand washing procedures?

Yes (1/1)       No (0/1)

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Are employees wearing disposable gloves and face masks for all tasks in the cleaning process, including handling trash?

Yes (1/1)       No (0/1)

Gloves and face masks should be removed carefully to avoid contamination of the wearer and the surrounding area.  
Be sure to clean hands after removing gloves.  
Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

Are employees following normal preventive actions while at work, including washing hands, and avoiding touching eyes, nose, or mouth?

Yes (1/1)       No (0/1)

Is hand sanitizer readily available for all employees?

Yes (1/1)       No (0/1)

Does hand sanitizer contain at least 60% alcohol?

Yes (1/1)       No (0/1)

An alcohol-based hand sanitizer that contains 60%-95% alcohol should be used when hand washing is not available. However, if hands are visibly dirty, always wash hands with soap and water.

## SUMMARY

*This question only applies if Are relevant COVID-19 updates posted on staff noticeboards, or been provided via internal communications? is No or Have Supervisors and Managers been adequately trained on the implications of COVID-19? is No or Have employees been provided with accurate information about ways to prevent the spread of infection? is No or Have employees been made aware of common symptoms of COVID-19? is No or Have the cleaning measures to ensure high risk contact areas and touch points are being regularly disinfected been reviewed? is No or Has the CDC guidance for cleaning and disinfecting hard surfaces been followed? is No or Has the CDC guidance for cleaning and disinfecting soft (porous) surfaces been followed? is No or Have appropriate items been laundered following CDC guidelines? is No or Are employees following CDC recommended hand washing procedures? is No or Are employees wearing disposable gloves and face masks for all tasks in the cleaning process, including handling trash? is No or Are employees following normal preventive actions while at work, including washing hands, and avoiding touching eyes, nose, or mouth? is No or Is hand sanitizer readily available for all employees? is No or Does hand sanitizer contain at least 60% alcohol? is No*

Item marked "No"

Any comments or issues to report?

Yes

No

*This question only applies if Any comments or issues to report? is Yes*

Details

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Signature

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