

Recommendations for Cleaning and Disinfection in Office and Departmental Spaces

The Covid-19 Virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent the spread of the disease. It is recommended that staff disinfect workstations and high touch surfaces within their departmental spaces. Ontario Public Health recommends that all frequently touched surfaces be disinfected twice per day.

Wash your hands often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of your shift, and before preparing food. If at any time you are not near a sink, please use alcohol-based hand sanitizer.

Make sure that surfaces are cleaned and free of any dirt prior to application of disinfectant and that they remain wet for the appropriate contact time as printed on manufacturer's label.

Make sure to read the label and follow manufacturer's instructions for appropriate use of disinfectants and cleaning supplies.

Please refer to the Carleton University Cleaning Guidelines prepared by Facilities Management and Planning for more information.

1. Personal Workstations

- a. It is recommended that all staff disinfect their personal workstation. They may disinfect their workstation at any frequency they require for their personal safety.
- b. Hard surfaces of personal workstation should be disinfected, by their user, on a regular basis. A daily frequency is more than adequate when combined with vigilant hand washing. An appropriate disinfectant like Virex II 256 and a microfiber cloth or paper towel should-be used.
- c. Disinfectant should be applied to most hard surfaces in your workstation (e.g. tabletops, phone/headset, keyboard, mouse, chair arms, handles of storage units, light switches, doorknobs, etc.)

2. High Touch Surfaces

- a. High-touch surfaces are surfaces that have frequent contact with hands by many users. Ontario public health recommends that in addition to routine cleaning, high-touch surfaces should be disinfected twice per day. An appropriate disinfectant like Virex II 256 and a microfiber cloth or paper towel should-be used.
- b. Disinfectant should be applied to high-touch surfaces in your office space. This would include but not limited to:
 - i. Common spaces (e.g. entrance doorknobs, handles and push plates, electronic card swipes, hard surface chair arms, light switches, etc.)
 - ii. Copy Room (e.g. communal office equipment, photocopy equipment, etc.)
 - iii. Departmental meeting rooms (e.g. Table, hard surface chair arms, etc.)
 - iv. Kitchenette (e.g. microwave buttons, coffee machine handles, Kettle handles, fridge handles, Water cooler handles, Sink fixtures, countertop, etc.)
- c. When disinfecting electrical equipment disinfectant should be applied to either a clean cloth or paper towel and then wiped onto the equipment. It may require you to wipe a second time to achieve the recommended wet contact time.

- d. Paper towels should be disposed of after use and cloths should be appropriately rinsed and encapsulated with disinfectant. If bottle is being shared wipe clean with disinfectant and paper towel.

3. Application

- a. Disinfectants including Virex II 256 and paper towels are available through eShop.
- b. In order for a disinfectant to be to be 99.9 % effective on a pre-cleaned hard surface it must be allowed time to work. Contact wet times can be found on manufacture's labels. Most common disinfectants have a contact time of ten minutes.
- c. When disinfecting electrical equipment disinfectant should be applied to either a clean cloth or paper towel and then wiped onto the equipment. It may require you to wipe a second time to achieve the recommended wet contact time.
- d. Paper towels should be disposed of after use and cloths should be appropriately rinsed and encapsulated with disinfectant. If bottle is being shared wipe clean with disinfectant and paper towel.

4. Special Departmental/Laboratory Equipment

- a. Note that disinfectants may not be compatible with certain types of equipment including specialized laboratory equipment at Carleton University. Please follow equipment manufacturer's guidelines to ensure equipment is not damaged or adversely affected.

5. Centralized Waste Collection Points:

- a. As part of a major sustainability initiative, Carleton University began the process of implementing centralized waste collection points including waste, recycling and organic matter across campus. The university is continuing to expand on the centralized waste collection system which requires all members of the community to be responsible about how waste is disposed of:
 - i.* Centralized waste collection points include four-sorter bins to collect landfill, recycling glass and plastic, paper and organic material.
 - ii.* Carleton staff will be expected to remove waste from their workspace and deposit the waste responsibly in the centralized waste collection points.
 - iii.* Custodial personnel will empty the waste nightly from the centralized collection points.
- b. Carleton Waste Wizard
 - i.* For more information about how to dispose of waste on campus responsibly, please refer to the Carleton Waste Wizard:
 1. <https://carleton.ca/sustainability/campus/recycling-waste/>