



Cleaning Procedures

The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic – increase the frequency that you currently clean your workplace.
- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Promote regular and thorough handwashing by employees, contractors and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Display posters promoting hand-washing – available on the CSNA website
- Make sure that staff and customers have access to places where they can wash their hands with soap and water.
- Promote good respiratory hygiene in the workplace.
- Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
- Ensure that paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Advise employees and contractors to consult national travel advice before going on trips.
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
- Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your business.
- Make clear to employees that they will be able to count this time off as sick leave.