

COVID-19: Environmental Cleaning Checklists

Routine Cleaning for Resident Rooms:

Cleaning Checklist: Instructions for Use

Part of a robust infection prevention and control (IPAC) program includes performance-based observations to ensure environmental service workers are appropriately educated and trained when performing routine cleaning tasks. The purpose of this checklist is to facilitate dialogue between supervisors and front-line staff in order to clarify cleaning procedures and protocols. Furthermore, this checklist serves as an important tool for quality assurance in environmental services and should be used routinely to ensure consistency of performance over time.

Environmental service workers should be knowledgeable of fundamental IPAC practices including chain of infection, universal masking and eye protection, indications for hand hygiene, appropriate use of personal protective equipment (PPE) as well as donning and doffing of PPE, routine practices, and requirements for additional precautions.

Assessment and Preparation			
	Remember to follow the manufacturer's instructions when preparing, storing and using cleaning/disinfectant products		
	DONE (✓) MISSED (x)	STEPS	COMMENTS
Before Cleaning		1. Gather and prepare required products according to manufacturer's instructions for proper dilution. <ul style="list-style-type: none"> i) Use an approved product with a contact time of 5 minutes or less. ii) Check to make sure the product has not expired. iii) Check the disinfectant concentration with appropriate test strip to ensure parameters are met (if applicable). iv) Document test strip result according to facility policy- e.g., logbook (if applicable). 	
		2. Aerosol or trigger sprays are not used for dispensing cleaning chemicals due to occupational health and safety hazards.	
		3. Perform hand hygiene using alcohol-based hand rub (ABHR) for a minimum of 15 seconds.	
		4. Stop to read any signage posted on door. If required, put on appropriate PPE before entering the room.	

		<p>Steps to putting on PPE:</p> <ul style="list-style-type: none"> i) Put on gown: ties are fastened around neck and waist. ii) Put on medical mask: this step may be skipped due to universal masking; however, mask should cover nose, mouth, and chin. iii) Put on eye protection. iv) Put on gloves: correct size of gloves should be selected and gloves should be pulled over cuff of gown. 	
		5. Walk through room to determine if any supplies are required or need to be replaced (e.g., soap, paper towels, toilet paper, ABHR, etc.)	
Cleaning and Disinfection of Resident Room			
		Remember to work from clean to dirty and top to bottom	
	<p>DONE (✓) MISSED (✗)</p>	STEPS	COMMENTS
During Cleaning		1. Housekeeping cart does not enter resident room. When left unattended, chemicals should be securely locked.	
		2. Clean visible soiling before cleaning and disinfecting.	
		<p>3. Use fresh cloth(s) for cleaning each resident bed space/area:</p> <ul style="list-style-type: none"> i) If a bucket is used, do not double dip cloth(s) ii) Do not shake out cloth(s) iii) Change cloth when it is no longer saturated with disinfectant or after cleaning heavily soiled areas 	
		<p>4. Clean AND disinfect all applicable items, which may include the following:</p> <ul style="list-style-type: none"> i) Thermostat and wall-mounted items ii) Walls (if visibly soiled)* iii) Window and glass door panels using glass cleaner (if visibly soiled) iv) Furnishings and flat surfaces in the room that are non-absorbent v) High-touch surfaces including door handles, handrails, and light switches vi) Bed including the mattress, bedrails, and frame-starting at the foot of the bed and move to the head vii) Floors* <p>*These surfaces require cleaning and not disinfection, however if they are frequently touched then they should be cleaned AND disinfected.</p>	
		5. Adheres to the appropriate contact time of disinfectant being used.	

		6. If visible debris on floor, dry mopping is done with a damp mop pad and appropriate technique used to minimize dust agitation.	
		7. Floor is wet mopped and mop head/pad is changed as required.	
		8. Clean and disinfect bathroom/shower (see steps below).	
Cleaning and Disinfection of Resident Bathroom			
	Remember to use fresh cloth(s) and work from least to most soiled areas		
	DONE (✓) MISSED (✗)	STEPS	COMMENTS
During Cleaning		1. Remove any soiled linens from floor; wipes up any spills; removes waste.	
		2. Clean and disinfect door handles and frames, and light switches.	
		3. Clean all dispensers and wall mounts.	
		4. Clean call bell and cord (if applicable).	
		5. Clean support railings, ledges and/or shelves.	
		6. Clean and disinfect counter tops, faucet and then sink.	
		7. Clean shower/tub starting with walls and railings, curtain (if wipeable), faucets, then shower base/tub. Scrub as needed to remove any soap scum; inspects grout for mould; applies disinfectant to interior surfaces of shower/tub, including soap dish, faucets and shower head. Inspects and replaces shower curtains monthly or as required.	
		8. Clean entire toilet starting with the exterior surfaces, then flush handle, ring and inner bowl.	
		9. Remove gloves and wash hands for a minimum of 15 seconds.	
		10. Restock paper towel, toilet paper, waste bag, soap and ABHR as required.	
		11. If required, report any mould and cracked, leaking or damaged areas for servicing.	
		12. Adheres to the appropriate contact time of disinfectant being used.	

		13. If visible debris on floor, dry mopping is done with a damp mop pad and appropriate technique used to minimize dust agitation.	
		14. Floor is wet mopped and mop head/pad is changed as required.	
Scheduled Cleaning of Resident Room			
		15. Items above shoulder level height are dusted, including vents at least weekly.	
		16. Window curtains/coverings are cleaned when soiled, at a minimum of once per year.	
		17. Window blinds are dusted at least monthly.	
		18. Baseboards and corners are cleaned at least weekly.	
For Discharge or Terminal Cleaning and Disinfection			
		19. Follow the above steps described under 'Cleaning and Disinfection of Resident Room' AND 'Cleaning and Disinfection of Resident Bathroom'.	
		20. Change all waste bags and cleans waste container if dirty.	
		21. Scrub shower walls.	
		22. Discard toilet brush/swab.	
After Cleaning and Disinfection			
	Remember removal of PPE should occur within the resident's room		
	DONE (✓) MISSED (✗)	STEPS	COMMENTS
Wrap-Up		1. Soiled cloths are placed in labelled container for laundering. Used cloths are not mixed with clean cloths	
		2. Before exiting the room, PPE is removed in the correct sequence (if applicable): i) Remove gown: unfasten ties, pull gown away from body, and roll gown into itself. ii) Remove gloves using glove-to-glove and skin-to-skin technique. iii) Perform hand hygiene for a minimum of 15 seconds. iv) Remove eye protection: grasp headband to remove, clean and disinfect eye protection from inside to	

	<p>outside, observing contact time of disinfectant or discard single use eye protection.</p> <ul style="list-style-type: none"> v) Perform hand hygiene for a minimum of 15 seconds. vi) Remove medical mask: handle by ear loops and place directly into garbage. vii) Perform hand hygiene for a minimum of 15 seconds. viii) Replace medical mask with a new one for source control. 	
Workflow		
	<p>3. Rooms are cleaned in the following order of: residents who are well, exposed but well, ill or symptomatic, and lastly COVID-19 positive.</p>	
Documentation		
	<p>4. Documentation of cleaning and disinfection has been completed according to facility policy.</p>	