

Cleaning Guide

Construction sites operating after Coronavirus COVID-19 level 4 is lifted need to ensure they are protecting their workforce and minimising the risk of spread of infection.

Key cleaning tips

Consider your work environment and what is frequently used and touched by workers, customers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet.

Physical distancing should also be practiced when cleaning offices and jobsites. Refer to the [Physical Distancing and Hygiene Protocol](#) for more information.

- Schedule regular cleaning.
- Use a suitable cleaning product.
- Use disposable cloths, if available.
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.

Disinfecting cleaning aids

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces.

Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible.
- Reusable cloths should be disinfected or washed after each use.

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.

Mops and buckets

- Use two buckets for mopping – one for detergent and the other for rinsing.
- Mops and buckets should be cleaned and dried after each use.

Key cleaning tips

All offices and jobsites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touch points may include:

- Coffee machines and water fountains.
- Common pens for sign in sheet to construction site.
- Doors/door handles - look at all reasonable opportunities to remove them.
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations.
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.

Site cleaning

Before leaving the office or jobsite at the end of the working day or end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and record kept daily.

Common touch points may include:

- All waste and disposable PPE must be securely disposed of.
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes.
- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

Cleaning bathrooms, toilets and showers

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they're used regularly.

If your jobsite has a shower:

- Clean shower trays frequently, if used regularly.
- If a shower hasn't been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

Common toilet touch points may include:

- Keep the U-bend and toilet bowl clean by flushing after each use.
- Limescale should be regularly removed using a descaling product.
- Keep the toilet seat, handle and rim clean by using a disinfectant.

Cleaning Tools and Equipment

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs.
- If possible, don't share tools on-site. If sharing cannot be prevented, take precautions and follow the hand washing guide before and after each use.

Cleaning vehicles

- Have dedicated drivers when using vehicles to avoid the spread of germs.
- Don't share vehicles if possible, if you need to use a shared vehicle then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc) and wash hands before and after using the vehicle.
- Wipe down the inside and common touched areas of the vehicle before and after each day.
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.
- If you need to have multiple people in a vehicle, then where possible, split teams into groups and stay in those groups when you travel together.

Cleaning PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

When handling soiled laundry wash your hands afterwards. All clothes and towels should be washed with a laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

Specialist Clean

If a worker is unwell and removed from site, a specialist clean will be completed in the area/ areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.

