

# Cleaning & Disinfection Plan

## COVID-19

### Housekeeping

Hygiene measures for prevention and in suspected or confirmed cases of COVID-19  
Based on the Robert Koch Institute (RKI) recommendations, status March 2020

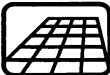

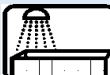

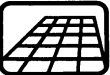


| What?   | When?  | How?   | Product?  | Who?                  |
|---|--|--|---|-----------------------|
| <p>Hygienic hand washing</p>  | <ul style="list-style-type: none"> <li>before/after starting work</li> <li>when visibly soiled</li> <li>after going to the toilet</li> </ul>   | <p>Ensure hands are completely wet, wash hands with soap for 60sec, rinse with clean water, dry with disposable towel</p>  | <p>Cleansing &amp; Disinfecting Hand Soap</p>   | <p>Cleaning staff</p> |
| <p>Hygienic hand disinfection</p>   | <ul style="list-style-type: none"> <li>before/after starting work</li> <li>after going to the toilet</li> <li>before/after contact with contaminated surfaces</li> <li>after moving from one room to another</li> <li>before / after taking off protective gloves</li> </ul> | <p>Add product (approx. 3 ml) onto dry palm of hand and rub in evenly for required exposure time</p> <p>Refer to manufacturer's instructions for exposure time (min. <b>30 seconds</b>)</p> <p>Ensure hands are wet during exposure time</p> <p><b>Do not use any water! Do not dry!</b></p> | <p>Hand Disinfectant</p> <p><b>Follow skin protection plan</b></p>  | <p>Cleaning staff</p> |
| <p>Hand protection/<br/>Skin care</p>   | <ul style="list-style-type: none"> <li>after skin-stressing activities</li> <li>before/after starting work</li> <li>during breaks + as required</li> </ul>   | <p>Rub skin care or skin protection agent into the dry hands and allow it to act</p>   | <p>Skin Protection Cream<br/>Skin Care Cream</p>  | <p>Cleaning staff</p> |
| <p>Gloves/ disposable gloves</p>  | <ul style="list-style-type: none"> <li>in cases of potential contact with contaminated objects/surfaces</li> <li>laundry or waste disposal</li> <li>for cleaning and disinfection measures</li> </ul>  | <p>Hygienic disinfection of hands before gloves are put on</p> <p>Hygienic disinfection of hands after gloves are taken off</p> <p>For chemical-resistant gloves, hygienic hand disinfection after moving to a different room</p>  | <p>Disposable gloves (vinyl, latex, nitrile)</p> <p>Chemical Protective Gloves EN 374</p> <p><b>Follow glove plan</b></p> | <p>Cleaning staff</p> |
| <p>Protective clothing</p>  | <ul style="list-style-type: none"> <li>before cleaning and disinfection measures</li> <li>when entering rooms with suspected or confirmed cases of COVID-19</li> </ul>   | <p>Put on disposable gown or apron</p> <p>Dispose of disposable material in bin bag</p> <p>Disinfect safety goggles after taking them off</p>  | <ul style="list-style-type: none"> <li>Protective Gown</li> <li>Protective Apron</li> <li>Safety Goggles</li> </ul>       | <p>Cleaning staff</p> |
| <p>Face mask</p>  | <ul style="list-style-type: none"> <li>before cleaning and disinfection measures</li> <li>when entering rooms with suspected or confirmed cases of COVID-19</li> </ul>   | <p>Ensure close fit of face mask</p> <p>Duration of use generally max. 3h</p> <p>Adhere to manufacturer's instructions</p>   | <p>Refer to national recommendations</p>  | <p>Cleaning staff</p> |
| <p><b>Contact surfaces:</b><br/>Door handles, light switches, handrails, wall-mounted dispenser levers, remote controls, etc.</p> | <ul style="list-style-type: none"> <li>several times daily</li> </ul>  | <p>Disinfecting Cleaning</p>   | <p>Cleaner Disinfectant/<br/>Surface Disinfectant</p>   | <p>Cleaning staff</p> |
| <p><b>Surfaces:</b><br/>Shelves, Furnishing, tables, chairs, window benches, etc.</p>   | <ul style="list-style-type: none"> <li>daily</li> <li>increased frequency recommended in case of suspected or confirmed cases of COVID-19</li> </ul>   | <p>Wet Wiping</p> <p>Disinfecting Cleaning</p>   | <p>Surface Cleaner</p> <p>Cleaner Disinfectant/<br/>Surface Disinfectant</p>  | <p>Cleaning staff</p> |


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| What?  |  | When?   | How?  | Product?  | Who?           |
|--|--|---|---|---|----------------|
|    | Floor, (water-resistant)   | • daily   | Wet Mopping   | Floor Cleaner   | Cleaning staff |
|  |  | • in case of suspected or confirmed cases of COVID-19 | Disinfecting Cleaning   | Surface Disinfectant  |                |
| <br> | <b>Bathrooms:</b><br>Shower, fittings, wash basins, surfaces                                   | • daily   | Cleaning: removal of bathroom-specific dirt                                     | Sanitary Cleaner  | Cleaning staff |
|  |  | • in case of suspected or confirmed cases of COVID-19 | Disinfecting Cleaning   | Cleaner Disinfectant/<br>Surface Disinfectant   |                |
|    | WC seats, lids and flush mechanisms, outside and bowl of WC and immediate surrounding surfaces | • daily   | Disinfecting Cleaning   | Cleaner Disinfectant/<br>Surface Disinfectant   | Cleaning staff |
|  | Toilets (bowl)   |   | Lift up lid/seat, apply product and rework with brush / allow to act + flush    | Toilet Bowl Cleaner or Sanitary Bathroom Cleaner  |                |
|    | Bathroom floor, (water-resistant)  | • daily   | Wet Mopping   | Sanitary Bathroom Cleaner   | Cleaning staff |
|  |  |   | Disinfecting Cleaning   | Surface Disinfectant  |                |
|    | Waste bin  | • in case of suspected or confirmed cases of COVID-19 | Disinfecting Cleaning   | Cleaner Disinfectant/<br>Surface Disinfectant   | Cleaning staff |
|    | Cleaning textiles and utensils   | • after use<br>• dispose of disposable cloths         | Put cleaning cloths + mop covers in a closed container for disinfecting washing | Disinfecting Laundry Detergent or Chemothermal disinfection washing processes by respecting processes (products, time, temperature, bath level) that have demonstrated virucidal activity | Cleaning staff |
|  |  |   | Wipe bin + cleaning trolley with disinfectant                                   | Cleaner Disinfectant/<br>Surface Disinfectant   |                |

|   |   |
|---|---|
|  | <h1>Cleaning &amp; Disinfection Plan</h1> <h2>COVID-19</h2>   |
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## GENERAL INSTRUCTIONS

The epidemiological information that is available to date on SARS-CoV-2 demonstrates that transmission is possible between humans following close contact. Based on current information, transmission can take place through droplets and contact, e.g. with bodily fluids and excretions. The hygiene measures are based on the current data and experience with other corona viruses, and are derived from the approach taken towards SARS and MERS, as well as from the Commission for Hospital Hygiene and Infection Prevention (KRINKO) recommendation “The current data on the viral aetiology and transmission pathways also suggest considering experience with influenza”.

This results in the following recommendations: In general, implementation of basic hygiene and hand hygiene!

### Duration of measures

We have insufficient data on the duration of elimination of the pathogen in people who are no longer symptomatic at the time of this recommendation to make a general conclusive recommendation on ending the measures once the symptoms have abated. Questions relating to the concentrations of the pathogen eliminated in different bodily fluids/excretions (e.g. in the sputum or stools) after the symptoms have abated and their role in transmission also remain unanswered. Decisions must be taken on an individual basis in such cases.

### Disinfection and cleaning

Agents with proven efficacy must be used for chemical disinfection, with a spectrum of action that is “virucidal against enveloped viruses”. Agents with an extended spectrum of action, such as “virucidal against enveloped viruses PLUS” or “virucidal”, can also be used. In relation to official instructions for disinfection measures, local health authorities are to be consulted.

### Implementation

- Hand hygiene: most pathogens are transmitted with the hands through contact with contact surfaces, direct hand-to-hand contact or between hands and food. Hand hygiene is therefore extremely important and forms the basis for good hygiene practice.
- Hands frequently come into contact with contact surfaces and thus form the link between the palm of the hand and the pathogens. Contact surfaces must be disinfected several times a day to prevent the spread of pathogens.
- The disinfection measures are to be extended to other surfaces that are prone to contamination or to contaminated surfaces, as required.
- **Crockery** can be transported to the industrial dishwasher in a sealed container and washed there as usual (> 60°C).
- Laundry/textiles can be washed in a professional washing machine by respecting processes (products, time, temperature, bath level) that have demonstrated virucidal activity.