Annexure I

COVID-19: ENHANCED CLEANING AND DISINFECTION PROCEDURE

In alignment with public health recommendations, Robben Island Museum is taking measures to prevent the spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The Safety, Health, Environment and Quality Department (SHEQ) developed enhanced cleaning and disinfection procedure for our cleaning services providers to follow during the COVID-19 pandemic.

1. Enhanced cleaning and disinfection for prevention
2. Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19

1. ENHANCED CLEANING FOR PREVENTION

A. General guidance:
   A. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as kitchens, offices, restrooms, meeting rooms, tables, buttons, handrails, tables, faucets, doorknobs, shared stationery and equipment, and keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

   B. Cleaners shall clean and disinfect high traffic movement areas and occupied workstations every hour. All other areas shall be disinfected every 2 – 3 hours.

   C. Brief your employees that if COVID-19 starts spreading in their community anyone with even a mild cough or low-grade fever (37.3 38 C or more) needs to stay at home. Practice good hand hygiene after cleaning and always:
      - Wash hands often with soap and warm water for at least 20 seconds.
      - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.
B. Safety guidelines during cleaning and disinfection:

It is the responsibility of the cleaning company to provide personal protective equipment to his/her employees and adhere to the COVID 19 guidelines for contractors. The cleaning company shall ensure that his/her employees:

I. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use in the medical waste bag and not dispose of with domestic waste. Clean hands immediately after gloves are removed.

II. Wear eye protection when there is a potential for splash or splatter to the face.

III. Gowns or aprons are recommended to protect personal clothing.

IV. Store chemicals in labelled, closed containers. Keep them in a secure away from staff and visitors. Store them in a manner that prevents tipping or spilling.

C. Cleaning and disinfection of surfaces:

I. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.

II. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.

III. Use an SABS approved disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.

IV. Follow the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment.

V. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipes for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

VI. The following products are effective for disinfection of hard, non-porous surfaces:
• A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an SABS approved disinfectant for use against COVID-19.

• Prepare a 10% diluted bleach solution by doing the following:
  
  o Mix five tablespoons of bleach with 4 litres of water.
  
  o After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).

VII. For soft (porous) surfaces such as carpeted floor, rugs, and blinds:

• Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.

• After cleaning, launder items (as appropriate) in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

• If laundering is not possible, use an SABS approved disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.

VIII. If a COVID-19 case is confirmed at RIM, University units are required to follow the guidance Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19 outlined in this document.

2. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This procedure is for cleaning and disinfection of areas where a person with COVID-19 spent time in RIM spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a RIM space.

After notification of a person with confirmed COVID-19 on a RIM site, the following cleaning and disinfecting protocol will be followed:

A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. RIM shall follow measures that will be prescribed by the National Institute of Communicable Disease (NCID). The cleaning
scope will be implemented based on the risk of potential contamination as determined by
the NCID and the support of the Safety, Health, Environmental & Quality Department
(SHEQ) and the Health and Safety Committee, in coordination with the impacted
department and the Public Services department
B. SHEQ staff will do the following (as applicable):
   I. Communicate in writing the scope of cleaning to Public Services or other department
      responsible for cleaning.
   II. Identify areas that require restricted access during and immediately following
        enhanced cleaning.
   III. Communicate with impacted department(s).
   IV. Coordinate with property managers.

C. When cleaning and disinfecting rooms with increased surface area due to a large
   numbers of desks, tables, and other furniture, and where a spray application of
   disinfectant is needed, SHEQ will notify the Property Manager in advance if the spraying
   will occur during normal work hours. Advance notice allows the building occupants to be
   apprised of the schedule for disinfection of the space and any areas that may require
   restricted access during cleaning.

D. The cleaning crew will:
   I. Follow the Enhanced Cleaning for Prevention guidance outlined in this document.
   II. Open windows to the outside to increase air circulation, if possible.
   III. If possible, wait 24 hours after the ill person was present in a space prior to beginning
        cleaning and disinfection.
   IV. If an outside contractor is used for cleaning and disinfection, the proposed scope of
       work, including the products and their respective material safety data sheet (MSDS)),
       and application methods must be reviewed by the SHEQ office prior to work
       commencing.

E. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
   I. Disposable gloves, gowns or a lab coat to protect contamination of clothing
II. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant

All staff must be fully trained on donning and doffing required PPE to prevent cross contamination and safe disposal of used PPE

I. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

II. Disposable PPE shall be treated as medical waste, therefore, several medical waste bags shall be placed at several designated areas.

III. Disposable PPE must dispose of in medical waste bags and not with domestic waste.

IV. The Clinic shall replace any full bags with empty ones and shall follow the medical waste management procedure.

All cleaners shall be trained on this procedure and shall be required to demonstrate competency.