



## Cleaning for Guide meetings and halls

Please also refer to the Safework Australia website<sup>1</sup> for guidance on cleaning.

Cleaning should take place before the meeting starts, after it ends and if there is a change of personnel (including Guides or Leaders/Parent Helpers) during the time you are using the premises.

### Cleaning and disinfection:

- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

### How do I clean?

Use the following steps to clean an environment:

- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

### What areas should I focus on?

Frequent use areas are a high priority for cleaning and if you have a lot of traffic, you may want to clean some areas more often than stated above. Frequent areas include:

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<sup>1</sup> Safework Australia – Cleaning to prevent the spread of COVID-19: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>

- Light switches
- Door handles
- Window sills
- Cupboard/closet handles
- Toilet cubicles and basins
- Tables and chairs
- Any items stored on the premises but belonging to the hirer

### What should I use to clean?

There are a variety of disinfectants which we use around our homes in normal circumstances which can also be used for COVID cleaning, including Pine-o-cleen and Lemonproof.

### Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet ([SDS](#)). For information on how to read labels and [SDS](#), see the [Safe Work Australia SDS](#) page.

- Do not use different types of disinfectants together.
- Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.
- Mix your disinfectants in a well-ventilated area. Some concentrated products recommend the use of a local exhaust ventilation system.
- For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

[PPE](#) to use when diluting and using disinfectants includes:

- gloves, elbow-length if available, and
- eye protection (safety glasses, not prescription glasses).

### How should I clean?

- Carpets need to be vacuumed. If you have a HEPA filter vacuum, please use that but if not please use what you have.
- Hard floors need to be mopped unless you have a steam mop you can use instead
- Wear gloves
- Use a spray bottle to apply disinfectant and leave the disinfectant to dry on the surface (do not wipe off) – This is called wet dusting.
- Use a damp cloth to scrub and wipe hard surfaces, let the disinfectant evaporate.