

Keeping your workspace clean

Introduction

Coronavirus is mainly spread through respiratory droplets produced when an infected person coughs or sneezes.

A person can also acquire Coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. This is particularly true of hard surfaces such as metal.

A key way you can protect yourself and others while working, is by using appropriate cleaning and disinfecting measures. All other safe behavioural practices, such as social distancing, frequently washing and sanitising hands and staying at home when sick, must be maintained.

Note: A combination of cleaning and disinfection is an effective way of protecting against coronavirus infection through contact with surfaces.

How to disinfect workstations

Disinfecting kills germs on surfaces, but it is important to clean before disinfecting, because dirt and grime can reduce the ability of disinfectants to kill germs. Normal routine cleaning will decrease the amount of the virus that is on surfaces and objects, which reduces the risk of exposure.

Disinfectants containing 70% alcohol are recommended for use on hard surfaces (i.e. surfaces where any spilt liquid pools and does not soak in). It is important that 'disinfectant' is labelled on the packaging, and that the alcohol content is checked when purchasing.

Disinfecting surfaces and objects:

- can further help reduce the risk.
- may not kill the virus if the surface or object has not been cleaned first or is not composed of 70% alcohol.

Disinfectant should be allowed to air dry on the surface allowing maximum time for any germs to be killed.

Areas that should be cleaned and disinfected.

Any surfaces that are:

- frequently touched (such as door and draw handles, desktops, counters, computer equipment and electronic devices, steering wheel, dashboard controls, gear shifter, arm rests) should be prioritised for cleaning.
- visible dirt should be cleaned as soon as identified, regardless of when they were last cleaned.

Note: Regular cleaning is key to minimising the spread of coronavirus. If a vehicle is part of your workspace, please follow the Vehicle Hygiene Checklist as a guide.

How often should I disinfect?

You should regularly clean and disinfect surfaces that are frequently touched. At a minimum, all workspaces should be cleaned at least once daily.

What about personal items?

You should regularly clean personal items used in the workplace, such as glasses and phones. It is best practice not to share personal items with other people

Are there any cleaning methods I should not use?

You should avoid any cleaning methods that may disperse the virus or create droplets, such as using pressurised water, pressurised air (including canned air cleaners), dry cloth and dusters.

Further information

More information on cleaning and disinfecting your workspace can be found at:

www.australia.gov.au/health-advice

