

WORKPLACE SAFETY GUIDELINES – COVID-19

Cleaning & Disinfection

Updated August 19, 2020

Concordia is taking the necessary steps to ensure the safety of its community members within the context of the COVID-19 pandemic. The university has implemented new cleaning procedures developed in accordance with CNESST protocols and requirements, including increasing the frequency of cleaning in high traffic areas (corridors, washrooms, kitchenettes) and high touched surfaces (light switches, door handles and elevator buttons).

How often is Concordia cleaning different areas on campus?

Concordia’s increased cleaning schedule varies depending on the area.

Area	Frequency per day	Frequency per week
Campus access points	2 times per day + intense cleaning at night	7 days
Circulation areas <i>Corridors, elevators, stairs</i>		7 days
Washrooms	2 times per day + intense cleaning at night	7 days
Lounges/Kitchenettes	1 time per day + intense cleaning at night	7 days
Labs/Studios/Offices	1 time per day (evening)	7 days

PLEASE NOTE: The university campuses are closed. This cleaning schedule is only for areas where activity has been authorized to resume. Washrooms in unoccupied areas are locked. Unoccupied areas are not being cleaned.

What does Concordia clean? What do I clean?

In general, the university is responsible for cleaning floors, carpeting, windows, and frequently touched surfaces in circulation areas and shared spaces, including door handles and elevator buttons. In kitchenettes, this also includes tables, counters, faucets, refrigerator door handles, microwaves and coffee machine buttons and keypads.

Custodial staff do not clean desks, computers, printers, telephones, photocopiers, machinery, instrumentation, tools or workbenches. Cleaning and disinfecting these objects and surfaces are the responsibility of the department (for shared spaces and equipment) and employees (for their workspaces and offices).

In general, the coronavirus-2 (responsible for COVID-19) does not survive for long on objects. Studies have reported that in a controlled environment, the SARS-CoV-2 can survive on surfaces for a few hours to several days. How long depends on the type of surface, the temperature, and

ambient humidity. According to Quebec Public Health, the virus may be able to survive up to 24 hours on cardboard, 48 hours (2 days) on stainless steel and 72 hours (3 days) on plastic¹.

Surfaces frequently touched by multiple people and shared materials, tools and equipment are more likely to be contaminated. **It is good hygiene practice to consider all shared items as potentially contaminated and wash your hands after using them.**



Cleaning versus disinfecting

Cleaning refers to the removal of dirt and impurities, including microorganisms. Cleaning alone does not necessarily kill microorganisms but does eliminates some reducing the risk of spreading infection.

Disinfection refers to the use of chemical products to kill microorganisms. Disinfectants are most effective when following a surface cleaning with soap and water to remove all visible debris.

Given that the virus responsible for COVID-19 can survive for some time on surfaces, frequently touched surfaces and objects should be **regularly cleaned and disinfected**.

How to clean and disinfect?

Step 1: Clean by wetting paper towel with soap and water and wipe the surface. The detergent is effective against coronavirus and the wiping action will remove potential viruses, bacteria and other microbes, as well as dirt and dust particles that could be present on surface. Rinse any remaining soap with a new, damp paper towel and then wipe dry.

Step 2: Disinfect by applying the disinfectant to a paper towel or cloth. The disinfectant will kill any germs that remain on the surface after cleaning. Wipe off any remaining residue with a clean cloth.

Special instructions:

- For computer monitors or screens, most manufacturers recommend a lighter disinfectant solution of 30% isopropanol. Specific cleaning paper or cloth may be required. Consult with the user's manual for instructions.
- DO NOT spray cleaning solutions or disinfectant directly onto electronic equipment. This can damage your equipment and could be a fire hazard.
- When cleaning and disinfecting a screen, keyboard, mouse or other electronic equipment, apply the cleaning solution and disinfectant onto a paper towel or cloth then wipe the surface gently.

¹ <https://www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/#c46363>

- Repeated cleaning may affect equipment. Verify that the disinfectant is compatible with your equipment.
- DO NOT USED COMPRESSED AIR to clean any surfaces or equipment.

What to use to clean and disinfect?

For cleaning: Regular dish soap or other all-purpose cleaners

For disinfecting: Contact Facilities Management Call Center at extension 2400 or via email at Call2400@concordia.ca to request disinfectant. PLEASE NOTE: do not throw out or recycle empty bottles. Returned bottles will be disinfected and refilled.

When using disinfectants:

- Always follow the instructions on the label.
- Do not mix different products as they can generate irritating and/or toxic fumes.
- Bleach is not a recommended disinfectant. It is corrosive and may irritate skin and the respiratory tract, and can damage surfaces.
- Before using a disinfectant on a surface, test it on a small area to ensure it does not cause damage. You should also consult the user's manual of the equipment/machinery.

How often to clean and disinfect?

Work surfaces used by multiple persons must be disinfected daily. Shared items must be disinfected after each use.

It is good hygiene practice to clean your workspace before and after your workday. In doing so at the start of your day, you protect yourself. Cleaning before you leave protects others.

Note about office supplies

As much as possible, have your own pens, rulers and other office supplies. Avoid sharing them with others.

Information about Hand Sanitizer

The university currently supplies hand sanitizer at campus entry points (security service desks) and at main floor elevator areas.

Due to current supply issues, we are unable to provide individual departments with hand sanitizer. Until further notice, departments are required to purchase their own. When it becomes available, the priority will be to provide hand sanitizer to workspaces without access to soap and water.



IMPORTANT REMINDER: Soap and water is much more effective against the COVID-19 virus than hand sanitizer. In the absence of soap and water, chose a hand sanitizer that contains a minimum 60% hydroalcoholic solution.

Questions? Contact EHS at ehs@concordia.ca or by phone at extension 4877.