

## **Strathmore University Covid 19 Housekeeping Protocol – July 2020**

This is to ensure and guarantee that all the rooms and offices, washrooms and commonly touched areas are cleaned and sanitized daily. This also is meant to assure that there is zero cross contamination taking into consideration the housekeepers and facility users health and safety.

### **Procedure:**

1. All housekeepers should be dressed properly in complete uniforms and PPE's
2. The windows and doors in each and every room should be open for aeration and bins emptied
3. Bring into the room 4 clean dusters, cleaning agents, buckets and the clean mop
4. Offices and lecture theatres will be cleaned in three steps:

### **a) Step One: Cleaning**

#### *General Surfaces*

- I. Use approved disinfectant/ all-purpose soap and water:
- II. In the basin, prepare the correct dilution of the approved disinfectant/ all-purpose soap
- III. Using one clean rag, clean all the surfaces in the room, pay special attention to surfaces which come into contact with hands (eg. Light switches, phone, door and cupboard handles, key boards, printers, window latches etc.)
- IV. Using a clean dry lint-free cloth dry all the wooden surfaces
- V. Mop the floor using soapy water and clean mop.
- VI. Discard the water in the slop sink and flush.
- VII. Wash your hand with soap and water at least for 30 seconds

#### *Washrooms*

- VIII. While cleaning the bathroom, change gloves and clean the bathroom in the usual manner, with special attention to surfaces which come into contact with hands (eg. Door handles, light switches, sink handles, paper towel dispensers, toilet paper holders, toilet flusher)
- IX. Clean the toilet last. After cleaning the toilet, discard the water from the basin, into the toilet and then flush
- X. Clean basin carefully at the slope sink
- XI. Wash your hand with soap and water at least for 30 seconds

### **b) Step Two: Sanitizing**

- I. Use approved disinfectant or sodium hydrochloride for lecture theatres
- II. Spray all the flat surfaces, door handles, switches, seats, key boards with approved disinfectant and with another clean rag, wipe all the surfaces
- III. After wiping all the surfaces in the room, empty the bins and leave the windows and doors open for proper aeration.
- IV. Dry mop the floor.

### **c) Step Three: Wash Hands**

- I. Wash hands for 30 seconds
- II. Leave the room and when outside, rub alcohol based hand rinse agent into hands
- III. Change gloves again