



# Hospitality COVID 19 Residential Service Plan

**Proudly representing**

Blue Care | Lifeline | ARRCs | The Wesley Hospital | Buderim Private Hospital  
St Stephen's Hospital | St Andrew's War Memorial Hospital

# Contents

Introduction.....	4
Contact information for Hospitality Head Office .....	4
Hospitality Site Readiness .....	5
Food Services.....	5
First 8 Hours for Food Service in a Covid19 infection.....	5
Actions from Head office Hospitality support .....	6
7 Day Menu .....	6
Current Cook Chill / Fresh Cook RACS.....	7
Kitchen Equipment Instructions.....	8
Food Service Guidelines:.....	8
Uniform Guidelines .....	8
Cleaning Equipment in Food Services .....	8
Cleaning & Sanitising in Food Services during outbreak .....	9
Chemical Safety.....	10
HACCP & Food Safety .....	10
Cleaning & Sanitation Process in Food Services .....	11
Using Dishwashers .....	11
Dining Area.....	11
Cleaning Schedules.....	12
Sanitising Food .....	12
Disposable room service.....	12
Cleaning Services.....	13
Cleaning in the First 8 Hours.....	13
Touch point Cleaning in Aged Care .....	13
8 Sided Fold.....	13
Touch points Explained.....	13
How to set up your Trolley .....	14
Chemicals.....	15
Oxivir Five 16 – SDS Chemical for Outbreaks.....	15
How to Charge/dose Cleaning Equipment with Chemicals in COVID 19 outbreak .....	16
Cleaning Cloths .....	16
Charge Bucket for Mops .....	16
Cleans .....	16
Common Area Cleans.....	17
Covid19 - Infectious Clean .....	17
Cytotoxic Clean during Covid 19 Outbreak .....	17
Laundry Services.....	18
Laundry Services in the First 8 Hours .....	18
Infectious Linen Cycle.....	18
Laundry Process.....	18

Appendix .....	19
Disposable Equipment List.....	19
Chemicals used in Kitchen & Safety .....	20
Chemicals used in Housekeeping .....	22
SAFETY DATA SHEET Oxivir Five 16 Concentrate (US).....	23
Cleaning Equipment and Use .....	26
Visual Guide for Charge Bucket / Mop Pads .....	28
Cleaning Process.....	29
Dining Area Clean.....	29
Bedroom Touch point Cleaning.....	30
Bathroom Touch point Cleaning.....	31
Laundry SOP – Collection of Infectious Laundry .....	32
Laundry SOP – Double Bagging of Infectious Laundry .....	34

# Introduction

Purpose: This Plan is to ensure that Hospitality Operations are maintained at a RAC in a Covid19 Outbreak.

Scope: To advise Catering / Laundry / Cleaning departments of their roles and responsibilities once a COVID 19 outbreak in a residential aged care facility has been declared.

Assumptions: All Hospitality Areas will be co-ordinated in coordination with the Covid19 Management Team by the Hospitality Team / HOO / Hospitality Supervisor at RAC.

## Contact information for Hospitality Head Office

Primary Email Correspondence: [menumanagement@bluecare.org.au](mailto:menumanagement@bluecare.org.au)

Primary	Craig Haggart	0439283349
	Maria Crull	0436411035
	Louisa Massey	0407200384

Site support:

Phil Blood –	FC/CQ -	<a href="mailto:p.blood@bluecare.org.au">p.blood@bluecare.org.au</a>
Andy Antl –	NQ –	<a href="mailto:a.antl@bluecare.org.au">a.antl@bluecare.org.au</a>
Shane Burgess –	SEQ –	<a href="mailto:s.burgess2@bluecare.org.au">s.burgess2@bluecare.org.au</a>
Ian Smart –	SEQ –	<a href="mailto:i.smart@bluecare.org.au">i.smart@bluecare.org.au</a>

## Hospitality Site Readiness

A list of product and codes from vendors will be issued to RAC's to ensure a consistent and proactive supply of materials in case of a Covid19 Outbreak:

The required amounts will cover:

- 72hours supply of disposal items for room service from disposable list in this handbook
- Three day supply of frozen ready to heat foods, to ensure continued of food supply for the resident these are frozen fish and quiche and ready to heat and serve items
- Sufficient Outbreak Chemical and process awareness with Oxivir Five 16 and 2 in 1 cleaner and disinfectant. This is a hydrogen peroxide base chemical through BUNZL distribution to replace Actichlor - which is not a TGA approved product ( please see details outlined in this guide)
- Sufficient dissolvable laundry bags for resident personal laundry, to ensure contact precaution are maintained when handling residents clothes.
- Menu Ordering Process & Supplies to be issued from hospitality team.

For further information or clarification please contact your hospitality head office support representative as per contact details listed above.

## Food Services

### First 8 Hours for Food Service in a Covid19 infection

- Donning & Doffing Processes for PPE will be according to the COVID 19 management plan and COVID operation team
- Isolation of the main kitchen to all facility staff except production kitchen staff.
- A full detailed sanitation of main kitchen, doors and touch points around kitchen access following HACCP cleaning guidelines.
- Close down of communal dining areas, serveries and kitchenettes to ensure a full outbreak clean can be completed. All tables and chairs to be cleaned and sanitised then stacked to avoid communal gathering.
- Set up for food service to a disposable system
- Tray room service only for residents
- Use of dining area if needed for a tray service assembly area.
- Service trays, crockery or utensils from residents can not be process through the kitchens dishwasher. These items must be removed / sanitised and stored.
- Only main kitchen wares & equipment to be washed and stored in kitchens.
- All crockery and shared kitchen equipment in staff room (s) must be isolated and replaced with disposables

# Actions from Head office Hospitality support

To provide Hospitality catering provision of food and service to sustain suitable nutritional management during a COVID 19 outbreak in a residential aged care facility. Directed by the ACCS Covid-19 operation Team.

Blue Care Hospitality Management has designed a 1-week pre-portion menu, to be deployed to all facilities that may be compromised with in or up to 48 hours. This consists of ready-made meals / sandwiches / salad and fruit options.



All Resident nutritional and allergies will be managed out of RMS by Hospitality Management Team to ensure the provision of food is purchased and mapped for the resident's safety. Summary reports will be made available for meal services to assemble food correctly and according to diet requirement allowing for resident meals will be labelled and marked with dietary requirements.

## 7 Day Menu

Week 1							
BREAKFAST							
Fruit juice/Milk/Tea/Coffee/Hot Chocolate							
Parridge of Arrorted Cereals**							
Teat** / Candiments							
Pruner/Fruit Compote / Puree / Yoghurt							
LUNCH							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Main Meal (Level 7, RG7 and EC7)	Beef Madras served with Rice and zucchini Vegetables	Park Goulash served with Cauli & Carrot	Chicken Chazzer served with Marh, Pumpkin & Beans	Park Roagut	Steamed Fish with Steamed Vegetables and a Lemon Sauce	Banquet & Marh	Seafood Ragout served with Creamy Marh & Vegetables
Soft and Bite Sized (Level 6, SB6)	Beef Madras served with Rice and zucchini Vegetables	Park Goulash served with Cauli & Carrot	Chicken Chazzer served with Marh, Pumpkin & Beans	Park Roagut	Steamed Fish with Steamed Vegetables and a Lemon Sauce	Banquet & Marh	Seafood Ragout served with Creamy Marh & Vegetables
Mince and Mairt (Level 5, MM5)	Beef Madras served with Rice and zucchini Vegetables	Park Goulash served with Marh & Seared Vegetables	Chicken Curry served with Rice and Vegetables	Park Roagut	Seafood Mornay with Creamy Marh and Pear	Chicken Curry	Seafood Mornay served with Creamy Marh & Pear
Smooth Puree (Level 4, PU4)	Beef Steak served with Potato, Beans & Carrot	Park Goulash served with Marh & Seared Vegetables	Chicken Curry served with Marh & Pear	Park Roagut	Fish served with Spinach, Carrot and a White Sauce	Chicken Curry	Fish served with Spinach, Carrot & a white sauce
SAUCE							
Dessert							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Regular (Level 7, RG7 & EC7)	Bread & Butter Pudding	Creamy Rice Pudding with Cinnamon	Apple Shartcake	Chocolate Mud Cake	Raspberry Sponge Cake	Curtard	Lemon Cacanot Cake
Soft and Bite Sized (Level 6, SB6)	Bread & Butter Pudding	Creamy Rice Pudding with Cinnamon	Apple Shartcake	Chocolate Mud Cake	Raspberry Sponge Cake	Curtard	Lemon Cacanot Cake
Mince and Mairt (Level 5, MM5)	Curtard	Vanilla Yoghurt	Apple Shartcake	Chocolate Mousse	Strauberry Mousse	Curtard	Vanilla Mousse
Smooth Puree (Level 4, PU4)	Curtard	Vanilla Yoghurt	Apple Shartcake	Chocolate Mousse	Strauberry Mousse	Curtard	Vanilla Mousse
AFTERNOON TEA							
Regular (Level 7, RG7)							
Assortment of Biscuits (Sweet or Savory) & Seared Fresh Fruit							
Regular, Extra Chew (EC), Soft and Bite Sized (Level 6, SB6), Mince and Mairt (Level 5, MM5), Smooth Puree (Level 4, PU4)							
Flavoured High Protein Mousse/Jelly & Seared Fruit							
DINNER							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Sauce	Mushroom Sauce	Cream of Chicken Sauce	Tomato Sauce	Caulliflower Sauce	Pumpkin Sauce	Potato & Leek Sauce	Cream of Brussali
Main (Level 7, RG7)	Chicken in White Wine served with Marh & Vegetables	Beef Balaquaire with Parts	Vegetable Dahl	Chicken Carbonara	Creamy Mushroom Rirattar	Beef Park served with Vegetables and Cream Riratta	Creamy Pumpkin and Sweet Corn Riratta
Main (Level 7, EC7)	Chicken in White Wine served with Marh & Vegetables	Beef Balaquaire with Parts	Vegetable Dahl	Chicken Carbonara	Creamy Mushroom Rirattar	Beef Park served with Vegetables and Cream Riratta	Creamy Pumpkin and Sweet Corn Riratta
Soft and Bite Sized (Level 6, SB6)	Chicken in White Wine served with Marh & Vegetables	Beef Balaquaire with Parts	Vegetable Dahl	Chicken Carbonara	Creamy Mushroom Rirattar	Beef Park served with Vegetables and Cream Riratta	Creamy Pumpkin and Sweet Corn Riratta
Mince and Mairt (Level 5, MM5)	Chicken in White Wine served with Marh & Vegetables	Beef Balaquaire with Parts	Rotataulli	Parta Balaquaire	Chicken braised in Red Wine with Potato & Vegetables	Beef Stragouff served with Rice	Rotataulli
Smooth Puree (Level 4, PU4)	Chicken served with Potato, Brussali and Pumpkin	Balaquaire served with marh, Potato, Carrot &	Rotataulli	Balaquaire served with marh, Potato	Chicken Chazzer served with Marh, Pumpkin & Beans	Park Chazzer served with Marh,	Creamy Pumpkin and Sweet Corn Riratta
Salad/Sandwiches							
Chef's Salad and Sandwiches available on request every day**							
SUPPER							
Regular, Soft Diet, Includer 'Light' Options							
Sweet & Savory Biscuits** and Sandwiches** available							
Texture Modified							
Yoghurt, Mousse, Curtard, Ice Cream, Softened Biscuits and Cakes available							
Drink Choice							
Fruit juice/Milk/Tea/Coffee/Hot Chocolate. **these foods may not be suitable for Texture Modified Diet							

The current provision for Cook chill external providers is to continue with the addition of portion control products for disposable service, including cold food provision from the interim menu. If a cook-chill is compromised or staffing at site is compromised, activation of the full interim menu will begin (as above)

## Current Cook Chill / Fresh Cook RACS

### Mapping Catering Service

Mapping Catering Service			beds	3486
RR			cook chill	cook fresh size
	city /location			
BCIS	Hollingsworth Elders Village (Cairns)	Cairns,Portsmith QLD 4870	x	39
	Shalom Elders Village	Townsville, Condon QLD 4815	x	28
	Star of the Sea Elders Village	Thursday Island QLD 4875	x	36
	Ny Ku Byun Elders Village Aged Care	Cherbourg QLD 4605	x	24
NQ	Garden settlement Aged Care Facility	7 Macrae St, Mareeba QLD 4880	x	64
	Bluehaven Low Care Residential Facility	58 Cassidy St, Ingham QLD 4850	x	50
	Townsville Aged Care Facility (Mt Louisa)	489 Bayswater Rd, Mount Louisa QLD 4814	x	70
CQ	Emerald Avalon Aged Care Facility	126 Borilla St, Emerald QLD 4720	x	58
	Capricorn Aged Care Facility	26 Magpie Ave, Yeppoon QLD 4703	x	66
	Gladstone Edenvale Aged Care Facility	41 Glen Eden Dr, Gladstone QLD 4680	x	52
	Gracemere Aged Care Facility	35 Conaghan St, Gracemere QLD 4702	x	64
	Mackay Homefield Aged Care Facility	87/95 George St, Mackay QLD	x	74
FC	Hervey Bay Masters Lodge Aged Care	Pialba, 33 Jensen Dr, Urraween QLD 4655	x	60
	Bundaberg Millbank Aged Care Facility	Oconnell St, Millbank QLD 4670	x	48
	Bundaberg Pioneer Aged Care Facility	Heaps St, Bundaberg Central QLD 4670	x	116
	Bundaberg Riverlea Aged Care Facility	1 River Terrace, Millbank QLD 4670	x	118
SW	Kingaroy Canowindra Aged Care Facility	43 Windsor Cir, Kingaroy QLD 4610	x	60
	Toowoomba Aged Care Facility	256 Stenner St, Centenary Heights QLD 4350	x	110
	Toogoolawah Alkira Aged Care Facility	2 Charles St, Toogoolawah QLD 4313	x	41
	Lowood Glenwood Aged Care Facility	49 Main St, Lowood QLD 4311	x	30
				1208
SEQ			Cook Chill	Cook fresh
SCH	Warana Beachwood Aged Care	124 Nicklin Way, Warana QLD 4575	x	60
	Bli Bli Aged Care Facility	20 Lefoes Rd, Bli Bli QLD 4560	x	92
	Maleny Erowal Aged Care Facility	1274 Landsborough Maleny Rd, Maleny QLD 4552	x	82
	Gympie Grevillea Gardens Aged Care	23 Ramsey Rd, Gympie QLD 4570	x	61
	Dicky Beach Aged Care Facility	49 Cooroora St, Caloundra QLD 4551	x	50
	Caloundra Aged Care Facility	10 West Terrace, Caloundra QLD 4551	x	114
MN	Kenmore Aged Care Facility	129 Brookfield Rd, Brookfield QLD 4069	x	121
	Hamilton Merriwee Court Aged Care	31 Jackson St, Hamilton QLD 4007	x	42
	Rothwell Nazarene Aged Care	25-39 Higgs St, Rothwell QLD 4022	x	150
	Kallangur Pilgrim Aged Care Facility	40 Narangba Rd, Kallangur QLD 4503	x	54
	Lawnton Pine Woods Aged Care	260 Francis Rd, Lawnton QLD 4501	x	92
	Redcliffe Aged Care Facility	Sutton Building, 91 Anzac Ave, Redcliffe QLD 4020	x	96
MS	Beenleigh Bethania Haven Aged Care	67/71 Station Rd, Bethania QLD 4205	x	50
	Sunnybank Hills Carramar Aged Care	130 Hellawell Rd, Sunnybank Hills QLD 4109	x	72
	Alexandra Hills Nandeebie Aged Care	87 Winchester Rd, Alexandra Hills QLD 4161	x	76
	Carbrook Wirunya Aged Care Facility	559-581 Beenleigh Redland Bay Rd, Carbrook QLD 4130	x	43
	Wynnum Aged Care Facility	166 Sibley Rd, W Wynnum QLD 4178	x	148
	Redland Bay Yarrabee Aged Care	71/61 Peel St, Redland Bay QLD 4165	x	40
	Springwood Yurana Aged Care	Redland Bay Yarrabee Aged Care	x	61
	Carina Aged Care Facility	455 Richmond Rd, Carina QLD 4152	x	128
SC	Kirra Aged Care Facility	5 Appel St, Kirra QLD 4225	x	70
	Labrador Aged Care Facility	83 Muir St, Labrador QLD 4215	x	160
	Elanora Pineshaven Aged Care Facility	17 Applecross Way, Elanora QLD 4221	x	50
	Tallebudgera Talleyhaven Aged Care	54 Dudgeon Dr, Tallebudgera QLD 4228	x	60
	Arundel Woodlands Lodge Aged Care	29 Melbourne Rd, Arundel QLD 4214	x	108
	Brassall Aged Care Facility	9 Charles St, Brassall QLD 4305	x	82
	Flinders View Nowlanvil Aged Care	205/215 Ripley Rd, Flinders View QLD 4306	x	116
				2278
<b>Cook chill providers</b>				
	mercy Health external			
	Bluecare CPU internal			
	Wesley Mission external			

## Kitchen Equipment Instructions

Kitchen Operation will continue as outlined above.

Ovens and equipment have been issued with instructions on how to turn them on and use, to ensure ready made meals can be heated to appropriate temperatures.

All Meals must still be checked according to HACCAP process to ensure correct temperatures have been reached.

### Main Kitchen Oven



- Select either **STEAM** (blue) or **BAKE** (red)
- Use the dial to set the temperature  
**STEAM** (100 degrees) **BAKE** (160-180 degrees)
- Tap the arrow (pointing upwards) on the timer to set the desired cook time
- Close the door and the oven will start automatically
- Timer will sound once cooked *(All product must temp minimum 75 degrees to be served)*

## Food Service Guidelines:

The Food Services Guidelines are there to assist with basic HACCAP documents and food processes within a Blue Care Facility, ensuring a quality and safe product is delivered to the resident

<http://intranet.qld.bluecare.org.au/Policies/FoodSafety/Hyperlinks/Blue%20Care%20Food%20Services%20Guidelines%202020.pdf>

## Uniform Guidelines

Instructions on Uniforms will be issued by the RSM (resident service manager) or outbreak co-ordinator.










## Cleaning Equipment in Food Services

You are required to use green cloth / green mops to clean kitchen, food areas and dining spaces.

Different coloured cloths designates different areas

green - food areas / blue - general areas / red - bathrooms – see guide below.



GENERAL PURPOSE CLOTH GREEN – FOOD AREAS 	GENERAL PURPOSE CLOTH BLUE – GENERAL AREAS 	GENERAL PURPOSE CLOTH RED – BATHROOM DIRTY UTILITIES 	Glass / Aluminium Polish Cloth  TO POLISH GASS STAINLESS STEEL
FLOOR PAD YELLOW – SCRUBBER PAD INFECTIOUS CLEAN PAD 	FLOOR PAD BLUE -GENERAL AREAS Dining room floors 	FLOOR PAD RED – BATHROOM DIRTY UTILITIES 	
Green mop bucket for kitchen use only 	Green mop head for kitchen use only 		
<b>ALL FLOOR PAD CAN BE USED ON FLOORS / WALLS / TILES / CORNICES / EDGES  YELLOW FLOOR PAD CAN BE USED AS A SCRUBBER AND ON NON-SLIP SURFACES LIKE KITCHEN  FLOORS</b>			

## Cleaning & Sanitising in Food Services during outbreak

In all Blue Care aged care facilities, cleaning and sanitising are important ways to prevent harmful microorganisms or other things contaminating food and making it unsafe to eat.

It is vital that kitchens and food preparation areas are kept clean and sanitary.

Cleaning and sanitising are separate procedures. A two step cleaning process at all times

Cleaning with a detergent is step one; a process that removes visible contamination such as food waste, dirt and grease from a surface, using water and detergent dispensed at the correct dilution rate as per product instructions. (During the cleaning process, microorganisms will be removed but the cleaning process is not designed to destroy microorganisms.)

Sanitation with a food grade sanitiser is Step two; Wipe all surfaces with food grade sanitiser supplied in chemical list at the recommended dilution rate as per product instructions.

### **Effective cleaning**

For effective cleaning, the following factors should be considered for a 2 step clean:

#### **Detergents**

- Dispense cleaners as per chemical instructions
- Detergents should be appropriate for the task.
- Detergents containing sanitisers are not required — if such a detergent is used, advice on whether it can clean and sanitise to the required standard should be sought from the manufacturer or supplier.
- The use of a mechanical washer for large volumes of washing up is preferred.
- Cleaning without water may be necessary in some situations. Whatever method is used it must achieve the intended outcome: that is, that the utensil or surface looks clean, feels clean, and smells clean.


**Sanitising** is a process that destroys microorganisms, reducing the numbers present on a surface to a safe level. This is usually achieved by the use of both heat and water, or by specific sanitising chemicals (detergents are generally not sanitisers).

Cleaning and sanitising should be done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised, as sanitisers generally do not work well in the presence of food residues and detergents.

At Blue Care, you will be using a two step process to clean and sanitise. First a neutral detergent will be used to clean away any debris of workbenches / areas. The second step will be a food safe sanitising spray which will need to air-dry to be effective.

When cleaning you will be required to wear PPE – Personal Protective Equipment – this will be provided by your site. The equipment is there to protect you from any potentially serious harm.

Quat Sanitiser – is the food safe sanitiser used within Blue Care for sanitising kitchen equipment

	<p style="text-align: center;"><b>Kitchen Pro Quat Sanitiser – RTU</b> (ready to use)</p> <p>This item is used to sanitise equipment / benches / tables etc. It must be sprayed after the surfaces have been cleaned and must air-dry to be effective of killing germs.</p> <p style="text-align: center;"><b><i>If your facility is using the “pro range” provided in 5 L containers these must be attached to a mixing station and <b>CAN NOT</b> be mixed by hand.</i></b></p>
---	---

## Chemical Safety

Chemical safety is an important aspect of hospitality services, ensuring that you are safe whilst dealing with chemicals is **your** responsibility. PPE must be worn when dispensing chemicals and when handling chemicals.

In most cases, goggles and gloves are sufficient unless the chemical is corrosive. This would then require a mask and more durable gloves – this will be explained to you at site.

There are a few non – negotiable rules for good chemical handling:

1. The product must always be clearly labelled - if the label is missing or torn use a new bottle.
2. The correct chemical should be in the correct chemical bottle.
3. Never mix chemicals.
4. Always wear the appropriate PPE.

***Kitchen chemicals must be graded for kitchen surfaces during outbreaks.***

***Neutral detergents and Food grade sanitiser will continue to be used within the kitchen areas to avoid possible chemical contamination on food areas.***

You will find a full list of Chemicals used in Blue Care kitchens, in the appendix of this document.

## HACCP & Food Safety

### Hazard Analysis and Critical Control Points (HACCAP)

You have a responsibility to continue to follow the **FOOD SAFETY PLAN** of the facility and ensure that various processes are adhered to. These processes are in place to enable us to keep residents safe.

This includes taking temperatures of foods / equipment and filling in appropriate cleaning schedules and HACCP paperwork, which will be readily available in the food preparation areas.

These forms need to be filled in to stay compliant, especially in a Covid19 outbreak situation.

# Cleaning & Sanitation Process in Food Services

## Using Dishwashers

As with any food handling task, people responsible for using a dishwashers should have and apply the appropriate skills and knowledge to operate during COVID 19 follow Blue Care manuals or ask supervisor of Hospitality.

Ensure that disposable product is used for meal & drink services to staff and residents.(a provision of product is in this guide)

Dishwashers in servery or kitchenettes should only be used for washing up food preparation kitchenware's if you are unsure of this process please contact your hospitality support officer or hospitality Manager

Some general best-practice tips include:

- Always wear Correct PPE follow Health advice in COVID 19 outbreaks
- Wash dishes following Sops and guides are normal in Bluecare manuals
- Sanitation of Equipment using detergent and quarts sanitiser after use around all machine and benches
- Ensure the chemical for the dishwasher (detergent & rinse aid) is full and working
- Check that the wash and rinse temperatures are correct (Outlined on your HACCAP sheet)

Sanitation of equipment such as chopping boards is a necessary process to stop the possibility of cross contamination and spreading of micro-organisms. Use the dishwasher or a Quat Sanitiser provided in your chemicals list will ensure the elimination of bacteria.

Staff needs to be aware of how to sanitise food preparation equipment and utensils, including chopping boards according to Blue Care specifications and ensuring they are left, ready for use.

Please refer to SOPs in hospitality

Always allow the Quat Sanitiser to air dry to ensure it is able to sanitise the areas properly.

## Dining Area

All dining rooms are too isolated during a COVID 19 outbreak to limit contact, precaution clean all furniture and stack so that it can not be used.

Clean with Oxivir five 16 for all areas that are not food surfaces and use a neutral cleaner followed by the Quat sanitiser for food services like buffet, table tops, kitchen benches.

To clean the dining areas / common areas, it is important to work your way around the room. Work in a clockwise direction, and start wiping all touches points –

• light switches	• chairs	• emergency call buttons
• Kitchenette benches	• kettle	• microwave
• any electrical items handle	• toasters	• draw handles / cupboards
• hand rails support features	• cupboard handles	• tables, benches
• doors and door handles	• zippy taps	• fridge handle / dishwasher

## Cleaning Schedules

The cleaning schedule form is to ensure all equipment and fixtures are cleaned on a regular basis to maintain the work area and ensure we keep the environment safe. You are responsible for following these cleaning requirements and signing off the sheet when the item has been cleaned. This is not a tick and flick sheet, this is a communication between team members to ensure the required cleaning has been completed and has been signed off to say it is done.

You will also find requirements for extra PPE to be worn for cleaning – due to chemicals that might be harmful. This is not a suggestion but a requirement to keep you safe.

## Sanitising Food

If the site is receiving ready made meals, 90% of meals will be delivered ready made or wrapped for portion control. In the event of some fresh fruit or vegetables being received, the normal kitchen process applies. Every batch of fruit and vegetables used for consumption must be washed in a chlorine solution using a chlorine test strip to measure the solution.

## Disposable room service

In a COVID19 out break residents are isolated to their rooms and catering services will move to disposable equipment.

(A 72 hour of disposable equipment will be onsite; further directions for purchase can be obtained from the Hospitality Team.) Disposable list of items and product codes can be found in the appendix to this document.

All meals will be prepared and boxed in the kitchen area – and boxes will be labelled according to resident names and dietary requirement – ensuring resident identification.

Once the meal boxes have left the kitchen, they are not to be returned and must be disposed of in the designated rubbish bins. Any returning trolleys must be wiped down with a suitable disinfectant (oxivir / quat sanitiser) before the kitchen team can refill the trolley.

# Cleaning Services

## Cleaning in the First 8 Hours

- Full Clean of RAC to be advised by Covid19 Team
- PPE to be upgraded
- All cleaning will be classed as infectious and Oxivir five 16 (TGA approved chemical for COVID 19) will be used as the cleaner & disinfectant. The blue and red micro fibre clothes can be utilised as normal with this chemical – as the entire facility will be treated as infectious.
- Touch point cleaning will remain in place and be increased
- All communal areas will be highly prioritised
- Staff room (s) must also be prioritised

## Touch point Cleaning in Aged Care

In Blue Care, we work with a touch point cleaning system to ensure we minimise bacterial growth throughout our facilities. This in turn will keep our residents, team members and visitors safe from infection.

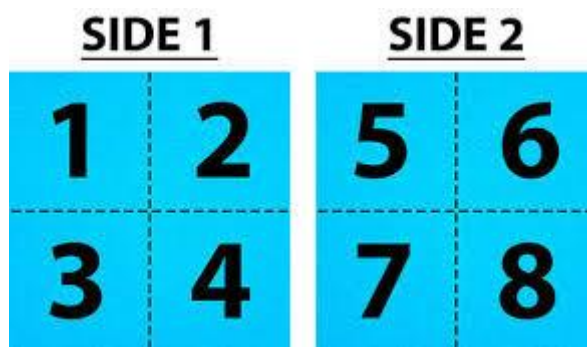
There are very clear steps that need to be undertaken on a daily basis to ensure we are minimising the risk of infection. This means when we clean an area throughout the facility; we concentrate on touch points and do periodic or full cleans weekly to ensure we maintain a healthy environment.

## 8 Sided Fold

Working with micro fibre helps us with bacterial control and using certain cleaning techniques will ensure efficient cleaning.

The eight-fold cleaning process is a technique that will be demonstrated to you and should be applied to the cleaning of bathrooms, bedrooms, public areas, communal dining areas and staff rooms etc.

The method allows us to use eight sides of the cleaning cloth to ensure we are not spreading bacteria around the home. It also allows us to use the cloth in a manner that we use clean sides for certain task, utilising the micro fibre cloths to pick up bacteria as you wipe surfaces.



## Touch points Explained

Surfaces that are frequently touched on an ongoing basis are referred to as TOUCHPOINTS.

These points are what we focus on cleaning on a daily basis in every room and area to minimise the risk of bacteria build up.



When you consider the two pictures above you will see the frequent touch points in a room and bathroom. This principle follows our cleaning practice throughout any facility, whether it is a common room, an office, hallway, public toilet or dining area space.

The importance of these areas being cleaned is to understand that the housekeeping team are the first line of defence for Blue Care and are at the forefront to minimise infections within any of our facilities. Cleaning needs to be a mindful task, where we are not just removing the visual dirt but also the unseen bacteria that can harm our residents and teams.



When cleaning common areas – do not forget items such as keyboards / telephones / doorknobs / remote controls to any device / kettle handles / fridge handles / lids to coffee and tea stations / zippy taps / tops of hand sanitisers – anything where you might use your fingers or hands. Any glass areas are also to be focused on.

## How to set up your Trolley

Trolleys must be left fully stocked with equipment to ensure a smooth start for the next day. Depending on site processes, please ensure cloths are folded and stocked.

Set- up for Infectious Clean – Covid 19 Process

Dispense fresh Oxivir chemical into spray bottle

If you have remaining chemical from the previous day – use this first to charge cloths, before filling bottles with fresh chemical.

**YOU MUST ROTATE THE CHEMICAL IN A 24 HOUR PROCESS OR DISCARD**

Step 1	Set up rubbish cubical with rubbish bag Set up laundry bag in cubical – insert dissolvable laundry bag to ensure double bagging process.
Step 2	Charge your floor pad bucket first – these take approximately 10 minutes for the pads to be moistened correctly.
Step 3	Fill your blue and red buckets with 10 cloths each. Check your disposable stock has been filled up.
Step 4	Use chemicals to charge/dampen cloths and fill bottles with fresh chemical daily to ensure chemical is “working & active”. Stock up on spare pads / cloths. Take wet floor signs / dustpan and brush.
Step 5	Ensure Trolley is stocked with hand towels / toilet paper / dissolvable laundry bags Black rubbish bags / hand sanitiser / gloves / refilled chemical bottles Spare cloths,
Wipe handles of equipment between rooms Wipe trolley handles / bin handle / door handle / hutch between rooms	

# Chemicals





Chemical safety is an important aspect of housekeeping, ensuring that you are kept safe whilst dealing with chemicals is **your** responsibility. PPE must be worn when dispensing chemicals and when handling chemicals.

In most cases, goggles and gloves are sufficient unless the chemical is corrosive. This would then require a mask and more durable gloves – this will be explained to you at site.

There are a few non – negotiable rules for good chemical handling:

1. The product must always be clearly labelled - if the label is missing or torn use a new bottle.
2. The correct chemical should be in the correct chemical bottle.
3. Never mix chemicals.
4. Always wear the appropriate PPE.
5. Chemicals have an end live, meaning the active ingredient will die. Most chemicals must be disposed of after 48 hours as the active agent will no longer be working.

## Chemicals used in Housekeeping

	<p><b>Neutral Cleaner</b>                  Used to charge the blue cloths – <b>500ml for 10 cloths</b>                  This is a pre-mixed solution                  Colour should be light yellow                  Can be used for general cleaning                  Life span 48 hours  <b>Also used for floor cleaning as a pre mixed bucket fill</b></p>	
	<p><b>Buddy – Cream Cleanser</b>                  Can be used with microfibre                  For stubborn stains around sinks / in toilets for calcium build up / can be used on most surfaces                  Creamy white liquid                  Comes in ready to use bottle</p>	
 <p>5 l – 25ml to 250ml</p>	 <p>Ready to use product</p>	<p><b>Oxivir Five 16</b>  <b>MASK / GOGGLES / GLOVES / APRON</b></p> <p>1 step disinfectant – used with yellow microfibre cloth                  1 pump 25mls to 250ml of water –                  2 pump 25mls to 500ml to charge 10 cloths</p> <p style="text-align: center;"><b><i>This is an outbreak                  – infectious clean chemical –                  NOT for everyday USE</i></b></p>

## Oxivir Five 16 – SDS Chemical for Outbreaks

Oxivir Five 16 is a One Step Hospital Grade Disinfectant Cleaner effective against a wide variety of pathogenic micro-organisms including viruses, bacteria, antibiotic-resistant bacteria, fungi, mould and mildew

Oxivir five 16 - will be available on all RAC sites and supported by Hospitality Management team to ensure a safe and effective cleaning/disinfectant chemical is being utilised.

Instructions on how to dilute chemicals and life of the chemical will be available with the outbreak kits onsite.

The chemical must remain on the surface for five minutes and it is advised not to rinse, but to let it air dry.

Using the chemical to dampen the Micro fibre clothes as per cleaning process – ensures efficient touch point cleaning.

**Kills SARS-CoV-2 (COVID-19 virus).** Formulated with Accelerated Hydrogen Peroxide AHP® technology Oxivir Five 16 delivers fast, effective cleaning and disinfecting performance in one step, rinse-free. Therapeutic Goods Administration (TGA) Approved - You can find the SDS in the appendix of this document

## How to Charge/dose Cleaning Equipment with Chemicals in COVID 19 outbreak

### Cleaning Cloths

Oxivir five 16 - 50mls to 500ml of water

Cleaning cloths are charged at a rate of 10 cloths per 500 ml of diluted chemicals.

10 red cloths – 500 ml diluted oxivir five 16

10 blue cloths – 500 ml diluted oxivir five 16




10 yellow cloths – 500 ml diluted Oxivir – 50 ml of Oxivir to 500 ml of water.

Fill coloured pales with 250 ml of chemical – add 10 cloths – pour remaining liquid (250ml) evenly over cloths.

### Charge Bucket for Mops

The charge bucket holds 20 pads.

Layer the bucket with pads according to your routine e.g., if you need 6 blue pads for common areas and are then doing 2 public bathrooms then 6 resident rooms you should layer the bucket.

	<p>6 blue pads for common areas Ensure the white is facing up</p>	<p>Neutral cleaner for bucket fill is to be used with the charge bucket. You can fill your bucket with 10 / 15 / 20 pads – check the guidelines in the bucket on how far to fill it to. Markers are in the bottom of the bucket.</p>
	<p>2 red pads for public bathrooms</p>	<p>Do not fill mop bucket with chlorine based chemicals as it will destroy the microfibre pads.</p>
	<p>6 red pads / 6 blue pads alternate</p>	<p>This way you can start with mopping the bathroom and finish with mopping the bedroom  Ensure you have the white side facing up</p>

## Cleans

A few things to remember before you start to clean!

- A clean uniform is a safe uniform.
- Hand hygiene is imperative when cleaning to keep you safe and the resident safe.
- Sanitise your hands often / change your gloves between every room / area.
- If you clean the bathroom first you **MUST** change your gloves to then clean the bedroom.
- Be very conscious of transferring germs from one area to another.
- Clean any tags / name badges / keys on a regular basis.
- On a Covid19 Outbreak you must wipe and clean your equipment on a more frequent basis between cleans / area changes.
- Ensure to dispose of your PPE in the correct bins – using the donning and doffing process



## Common Area Cleans

PPE – as pre Covid19 Co-Ordinator instructions

Equipment – cloth microfibre, dissolvable laundry bag

Chemical – Oxivir five 16 to charge all clothes / neutral cleaner for mopping floor

Common areas should be cleaned 3 times daily under a Covid19 Outbreak

Common areas should be dealt with exactly as a touch point clean in a bedroom.

All touch points should be wiped with Oxivir, working around the room starting at one point and following one direction.

- All surfaces wipe / benches / desks / tables / side tables
- Door handles / draw handle / light switches / power point switches / emergency call buttons / fan switch / radio switches
- Top of any soaps / hand sanitisers / hand lotions
- Any handles push pads on communal equipment microwaves / fridges / tea kettles / toasters
- Door frames leading to common areas / door handles / push areas
- Handrails – top and bottom
- Coffee stations / lids and containers

A common area is classed as any area people are gathering or has a high traffic thoroughfare – including but not exclusive to:

Reception / admin offices / staff rooms / dining areas / lounge rooms / activity rooms / game rooms / chapel / library / gym / hallways / meeting or training rooms / store rooms etc

## Covid19 - Infectious Clean

PPE – as pre Covid19 Co-Ordinator instructions

Equipment – cloth microfibre, dissolvable laundry bag

Chemical – Oxivir five 16 to charge all clothes / neutral cleaner for mopping floor

As the home will become entirely classed as infectious blue and red clothes can be used.

Touchpoint cleaning is to be completed as per daily clean process, always moving one way around the room.

Living room first – bathroom second.

When cleaning resident rooms a complete change in PPE must be done between rooms and disposed of in the provided bins.

Ensure to wipe trolley handles and all equipment handles frequently to minimise spread of infection.

All mops / clothes must be bagged with the double bagging process, using a dissolvable laundry bag and linen laundry bag

**All used equipment must be wiped between rooms**

**All microfibre cloths must be placed in a dissolvable red laundry bag, into a laundry bag.**

**As the entire home is classed as infectious**

## Cytotoxic Clean during Covid 19 Outbreak

Follow the same process as Covid 19 – Infectious Clean.

Dispose of PPE in purple bin provided

# Laundry Services

## Laundry Services in the First 8 Hours

- All communal Resident Laundries are to be shut and cleaned
- All laundry will be classed as infectious and washed as such
- Collection Laundry Bags will change into Dissolvable Laundry Bags and Double Bagging process will commence.
- PPE to be appropriately worn – Goggles / Mask / Gloves / Apron
- All trolleys must be sanitised on arrival to Laundry / and once dirty linene has been processed
- All machinery handles / push areas / touchpoints must be cleaned down after every load of linen.
- PPE MUST BE WORN

## Infectious Linen Cycle

Laundries within Blue Care have the Infectious Cycle instructions displayed on the laundry, to ensure the correct chemical and heat settings are applied to the infectious laundry.

Chemicals should be checked that they are full and dispensing.

Heat settings of machines should be checked.

MACHINE #	PROGRAM NAME	CHEMICAL #
21	DECONTAMINATE	AUTO 27
22	INFECTIOUS (71°C)	AUTO 47
23	MOPS/RAGS	AUTO 42
24	WHITE SHEETS / TOWELS	AUTO
25	COLOUR SHEETS / TOWELS	AUTO
26	COLOURED PERSONALS (OUTER)	AUTO 44
27	WASH/STEL PERSONALS (INNER)	AUTO
28	WOOL/DELICATE	AUTO 25
29	WHITE REWASH	AUTO
30	FOUL	AUTO 54
31	NEW LINEN / EMERGENCY	AUTO
32	RINSE & SPIN	AUTO 17

NOTE: Ecolab sustainable wash programs are in use in this laundry. Chemical disinfection validation documents available upon request. Call your Ecolab representative or DPL Specialist for more information.

## Laundry Process

To ensure we are operating a safe and hygienic process within the Laundry the path of dirty linen and clean linen must be adhered to.

Keeping these processes separate and following the guidelines will assist in minimising any possible infection or cross contamination.



It should be stressed that the importance of touch point cleaning is just as important in the Laundry as anywhere else in the facility.

Trolleys that are used to transport linen throughout the home – must be sanitised and cleaned down with Oxivir on a regular and consistent basis.

# Appendix

## Disposable Equipment List

CODE	SUPPLIER	Description	CARTON SIZE	LIST PRICE (EX GST)	PRODUCT
115350	BIDFOOD	Hot Cup Double Wall - Arcade 8oz	500	\$43.00	
115352	BIDFOOD	Lids to suit cups all sizes white	1000	\$49.60	
157758	BIDFOOD	Bowls plastic round white 175mm	500	\$45.50	
2106	BIDFOOD	Plates plastic 175mm 7 round biodegradable white	500	\$48.40	
89254	BIDFOOD	Plates enviroboard 178mm 7 round biodegradable	500	\$71.40	
129598	BIDFOOD	Cutlery pack knife fork & napkin psm biopak	250	\$45.75	
160874	BIDFOOD	Cutlery pack knife fork & napkin	500	45	
4859	BIDFOOD	Plates plastic 225mm 9 round biodegradable white	500	\$55.10	
88726	BIDFOOD	Plates enviroboard 230mm 9 round biodegradable	250	\$51.25	
TBA		Kraft Brown Meal Service Tray - 450mm x 310mm x 80mm	50	\$72.00	
TBA		Kraft Brown with Clear Window Lid to suit ECT4	50	\$62.00	
78851	BIDFOOD	Cups plastic clear 225ml 8oz	1000	\$71.00	
78856	BIDFOOD	Lids slotted to suit 225ml/285ml plastic cup	1000	\$53.20	
115248	BIDFOOD	Cups foam 220ml 8oz hot cold	1000	\$55.20	

# Chemicals used in Kitchen & Safety

Chemical safety is an important aspect of hospitality services, ensuring that you are safe whilst dealing with chemicals is **your** responsibility. PPE must be worn when dispensing chemicals and when handling chemicals.














In most cases, goggles and gloves are sufficient unless the chemical is corrosive. This would then require a mask and more durable gloves – this will be explained to you at site.












There are a few non – negotiable rules for good chemical handling:

5. The product must always be clearly labelled - if the label is missing or torn use a new bottle.
6. The correct chemical should be in the correct chemical bottle.
7. Never mix chemicals.
8. Always wear the appropriate PPE.










***Kitchen chemicals must be graded for kitchen surfaces during outbreaks.***

***Neutral detergents and Food grade sanitiser will continue to be used within the kitchen areas to avoid possible chemical contamination on food areas.***

 	<p><b>Cleaner Destainer Dip It Plus</b>  <b>YOU MUST WEAR PPE WITH THIS CHEMICAL</b>          This chemical is corrosive and can cause serious injury if you do not wear the appropriate PPE.          Gloves / Eye Protection / Apron / Mask          Dip It is used for soaking/distaining crockery          It should not be used as a detergent.</p>	 <p>This is a corrosive chemical and can cause serious burns</p>
  	<p><b>YOU MUST WEAR PPE WITH THIS Lime Away</b>          This chemical is corrosive and can cause serious injury if you do not wear the appropriate PPE.          Gloves / Eye Protection / Apron / Mask          Used for cleaning Dishwasher / Bain Marie.          Dip it is used for soaking/distaining crockery          It should not be used as a detergent.</p>	 <p>This is a corrosive chemical and can cause serious burns</p>
  	<p><b>Grease Express Fast Foam</b>          This is a degreaser used for ovens / grill plates.          It is a corrosive chemical and you must wear your PPE with this.</p>	 <p>This is a corrosive chemical and can</p>
	<p><b>Kitchen Pro Quat Sanitiser – RTU</b>          (ready to use)          This item is used to sanitise equipment / benches / tables etc. It must be sprayed after the surfaces have been cleaned and must air-dry to be effective of killing germs.</p> <p><b><i>If your facility is using the “pro range” provided in 5 L containers these must be attached to a mixing station and CAN NOT be mixed by hand.</i></b></p>	
	<p><b>Viva Pot Wash</b>          Used for washing up.</p>	

	<p><b>Guardian Clean Machine Powder</b> Used for dishwashers – should be used in kitchenettes – comes in pre-packed tablets.</p>
	<p><b>Jet Dry</b> To be used with dishwasher. Used in the rinse cycle. If your cutlery is coming out with water stains it is a sign that “jet dry” the rinse aid is empty or not being pumped into the machine.</p>
	<p><b>Wash and Walk</b> To be used on kitchen floors. Must be used with cold water and needs to soak for 5 minutes to be effective in removing grease.</p>
	<p><b>Sureshot Floor Cleaner</b> To be used for floor cleaning – ensure to follow instructions.</p>
	<p><b>Sureshot Fruit and Vegetable Sanitiser</b> To be used to sanitise fresh fruit and vegetables. It needs to be used according to instructions and checked with a chlorine test strip to ensure the correct concentration.</p>
	<p><b>Kitchen Pro Quat Sanitiser – RTU</b> (food Grade - ready to use) This item is used to sanitise equipment / benches / tables etc. It must be sprayed after the surfaces have been cleaned and must air-dry to be effective of killing germs.</p> <p><b><i>If your facility is using the “pro range” provided in 5 L containers these must be attached to a mixing station and <b>CAN NOT</b> be mixed by hand.</i></b></p>
	<p><b>Viva Pot Wash</b> Used for washing up.</p>
	<p><b>Jet Dry</b> To be used with dishwasher. Used in the rinse cycle. If your cutlery is coming out with water stains it is a sign that “jet dry” the rinse aid is empty or not being pumped into the machine.</p>
	<p><b>Wash and Walk</b> To be used on kitchen floors. Must be used with cold water and needs to soak for 5 minutes to be effective in removing grease.</p>
	<p><b>Sureshot Floor Cleaner</b> To be used for floor cleaning – ensure to follow instructions.</p>
	<p><b>Sureshot Fruit and Vegetable Sanitiser</b> (food grade ) To be used to sanitise fresh fruit and vegetables. It needs to be used according to instructions and checked with a chlorine test strip to ensure the correct concentration.</p>

# Chemicals used in Housekeeping

	<p><b>Glass Cleaner</b>          Can be utilised to clean / polish stainless steel          Used for glass / mirrors where necessary – with microfibre this product will become redundant          Colour light blue</p>
	<p><b>Bathroom Cleaner 66</b>          Used to charge red cloths – 500 ml for 10 cloths          Pre-mixed solution          Bathroom disinfectant must remain on surface for 5 min to be effective          Colour should be light pink          Life span 48 hours</p>
	<p><b>Oasis Deodorizer 50 Ocean Wave</b>          Used to freshen rooms          Should not be sprayed on floors – will cause slipperiness          Colour should be light green</p>
	<p><b>Buddy – Cream Cleanser</b>          Can be used with microfibre          For stubborn stains around sinks / in toilets for calcium build up / can be used on most surfaces          Creamy white liquid          Comes in ready to use bottle</p>
	<p><b>Actichlor</b>          MASK / GOGGLES / GLOVES / APRON          Must be used as a 2-step disinfectant          First - wipe surfaces with neutral cleaner          Second – wipe surface with diluted actichlor – 1 tablet per 1 L          Disposable yellow chux or disposable microfibre to be used with this product  <i>This is an outbreak</i>  <i>– infectious clean chemical –</i>  <i>NOT for everyday use</i>  <b>NOT to be used for a COVID19 Outbreak</b></p>
 5 l – 25ml to 250ml	 Ready to use product <p><b>Oxivir Five 16</b>          MASK / GOGGLES / GLOVES / APRON          1 step disinfectant – used with yellow microfibre cloth          1 pump 25mls to 250ml of water –          2 pump 25mls to 500ml to charge 10 cloths  <i>This is an outbreak</i>  <i>– infectious clean chemical –</i>  <b>NOT for everyday USE</b></p>
	<p><b>Retreat</b>          For removal of mould only          Chlorine base cleaner – can NOT be used with microfibre          This product should be used minimal – and only when combating mould</p>
<p>Tuffie 2-1</p> 	<p><b>Tuffie 2-1 Wipes</b>          Ready to use disinfectant wipe – to be used for body fluid spill final wipe over          Outbreak cleaning          Any infectious cleaning where required.          Weekend spot cleaning for touch point</p>
	<p><b>Oxivir Ready to Use Wipe</b>          Ready to use disinfectant wipe          Outbreak cleaning          Any infectious cleaning where required          Weekend spot cleaning for touch points</p>

# SAFETY DATA SHEET Oxivir Five 16 Concentrate (US)

## One Step Disinfectant Cleaner

Revision: 2020-09-06 Version: 04.0

Product name: Oxivir Five 16 Concentrate (US)

One Step Disinfectant Cleaner

Product Code: 101102030, 101104069, 101104070, 4963314, 4963331, 4963357, 5019296, 5271361

SDS #: MS0800464

Recommended use: • Industrial/Institutional

• Disinfectant / Deodorizer / Sanitizer

• This product is intended to be diluted prior to use

Uses advised against: Uses other than those identified are not recommended

Emergency telephone number: 1-800-851-7145; 1-651-917-6133 (Int'l)

## 2. HAZARDS IDENTIFICATION

### Classification for the undiluted product

Serious eye damage/eye irritation Category 2B

Signal word: **Warning.**

### Hazard Statements

**CAUSES EYE IRRITATION.**

### Precautionary Statements

Wash thoroughly after handling. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice or attention. SUPPLEMENTAL INFORMATION: DO NOT MIX WITH AMMONIA, BLEACH OR OTHER CHLORINATED COMPOUNDS. Mix only with water. Can react to release hazardous gases. May vigorously react with strong

alkaline products resulting in spattering and excessive heat.

Health hazards not otherwise classified (HHNOC) - Not applicable

Physical hazards not otherwise classified (PHNOC) - Not applicable

### Classification for the diluted product @ 1:16

This product, when diluted as stated on the label, is not classified as hazardous according to OSHA 29CFR 1910.1200 (HazCom 2012-GHS) and Canadian Hazardous Products Regulations (HPR) (WHMIS 2015-GHS).

### Hazard and Precautionary Statements

None required.

## 3. COMPOSITION/INFORMATION ON INGREDIENTS

### Classified Ingredients

Ingredient(s) CAS # Weight %

Propylene glycol n-propyl ether 1569-01-3 5 - 10%

### Manufacturer, importer, supplier:

US Headquarters

Diversey, Inc.

P.O. Box 19747

Charlotte, NC 28219-0747

Phone: 1-888-352-2249

SDS Internet Address: <https://sds.diversey.com>

### Oxivir Five 16 Concentrate (US)

### One Step Disinfectant Cleaner

1 of 5

Dodecylbenzene sulfonic acid 68584-22-5 3 - 7%

Alcohols, C6-12, ethoxylated (>5-<10EO) 68439-45-2 3 - 7%

Hydrogen peroxide 7722-84-1 1 - 5%

Phosphoric acid 7664-38-2 1 - 5%

\*Exact percentages are being withheld as trade secret information

## 4. FIRST AID MEASURES

### Undiluted Product:

**Eyes:** Rinse with plenty of water. If irritation occurs and persists, get medical attention.

**Skin:** Rinse with plenty of water. If irritation occurs and persists, get medical attention.

**Inhalation:** No specific first aid measures are required.

**Ingestion:** IF SWALLOWED: Rinse mouth. DO NOT induce vomiting unless directed to do so by medical personnel.

**Notes to physician:** Probable mucosal damage may contraindicate the use of gastric lavage.

**Most Important Symptoms/Effects:** No information available.

**Immediate medical attention and special treatment needed** Not applicable.

**Aggravated Medical Conditions:** None known.

## 5. FIRE-FIGHTING MEASURES

**Specific methods:** No special methods required

**Suitable extinguishing media:** The product is not flammable. Extinguish fire using agent suitable for surrounding fire.

**Special protective equipment for firefighters:** As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

**Extinguishing media which must not be used for safety reasons:** No information available.

## 6. ACCIDENTAL RELEASE MEASURES

**Personal precautions:** Put on appropriate personal protective equipment (see Section 8.).

### Environmental precautions

### and clean-up methods:

Clean-up methods - large spillage. Absorb spill with inert material (e.g. dry sand or earth), then place in a chemical waste container. Use a water rinse for final clean-up.

## 7. HANDLING AND STORAGE

**Handling:** Avoid contact with eyes and clothing. Wash hands thoroughly with soap and water before eating, drinking, chewing gum, using tobacco or using the toilet and after handling product. Mix only with water. DO NOT MIX WITH AMMONIA, BLEACH, OR OTHER CHLORINATED COMPOUNDS. Can react to release hazardous gases. May vigorously react with strong alkaline products resulting in spattering and excessive heat.

**Storage:** Keep tightly closed in a dry, cool and well-ventilated place.

**Aerosol Level (if applicable) :** Not applicable.

## 8. EXPOSURE CONTROLS / PERSONAL PROTECTION

**Exposure Guidelines:** .

**Ingredient(s) CAS # ACGIH OSHA**

Hydrogen peroxide 7722-84-1 1 ppm (TWA) 1 ppm (TWA)

1.4 mg/m<sup>3</sup> (TWA)

Phosphoric acid 7664-38-2 3 mg/m<sup>3</sup> (STEL)

1 mg/m<sup>3</sup> (TWA)

1 mg/m<sup>3</sup> (TWA)

**Undiluted Product:**

**Diluted Product:**

**Eyes:** Rinse with plenty of water.

**Skin:** No specific first aid measures are required

**Inhalation:** No specific first aid measures are required

**Ingestion:** IF SWALLOWED: Call a Poison Center (1-800-851-7145) or doctor/physician if you feel unwell.

**Oxivir Five 16 Concentrate (US)**

**One Step Disinfectant Cleaner**

2 of 5

**Engineering measures to reduce exposure:**

Good general ventilation should be sufficient to control airborne levels.

**Personal Protective Equipment**

**Eye protection:** Safety glasses are not normally required. However, their use is recommended in those cases where handling the undiluted product involves a risk of splashing.

**Hand protection:** If prolonged or repeated contact with skin may occur, wear chemical-resistant gloves.

**Skin and body protection:** No personal protective equipment required under normal use conditions.

**Respiratory protection:** No personal protective equipment required under normal use conditions.

**Hygiene measures:** Handle in accordance with good industrial hygiene and safety practice.

**Diluted Product:**

**Engineering measures to reduce exposure:**

Good general ventilation should be sufficient to control airborne levels.

**Personal Protective Equipment**

**Eye protection:** No personal protective equipment required under normal use conditions.

**Hand protection:** No personal protective equipment required under normal use conditions.

**Skin and body protection:** No personal protective equipment required under normal use conditions.

**Respiratory protection:** No personal protective equipment required under normal use conditions.

**Hygiene measures:** Handle in accordance with good industrial hygiene and safety practice.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**Explosion limits:** - upper: Not determined - lower: Not determined

**Dilution pH:**

≈ 2.3

**Dilution Flash Point (°F):** > 200 °F > 93.4 °C

**VOC % by wt. at use dilution:** 0.47

\* - Title 17, California Code of Regulations, Division 3, Chapter 1, Subchapter 8.5, Article 2, Consumer Products, Sections 94508

## 10. STABILITY AND REACTIVITY

**Reactivity:** Not Applicable

**Stability:** The product is stable

**Possibility of hazardous reactions:** May vigorously react with strong alkaline products resulting in spattering and excessive heat.

**Hazardous decomposition products:** Oxygen.

**Materials to avoid:** Strong bases. Ammonia. Do not mix with chlorinated products (such as bleach). Do not mix with any other product or chemical unless specified in the use directions.

**Conditions to avoid:** No information available.

## 11. TOXICOLOGICAL INFORMATION

**Information on likely routes of exposure:**

Skin contact, Eye contact, Inhalation, Ingestion

**Delayed, immediate, or chronic effects and symptoms from short and long-term exposure**

**Physical State:** Liquid **Color:** Colorless

**Evaporation Rate:** No information available **Odor:** Characteristic

**Odor threshold:** No information available. **Boiling point/range:** Not determined

**Melting point/range:** Not determined **Decomposition temperature:** Not determined

**Autoignition temperature:** No information available **Solubility:** Completely Soluble

**Solubility in other solvents:** No information available **Relative Density (relative to water):** 1.038

**Density:** **Specific gravity:** 1.038 Kg/L **Vapor density:** No information available

**Bulk density:** No information available **Vapor pressure:** No information available.

**Flash point (°F):** > 200 °F > 93.3 °C **Partition coefficient (n-octanol/water):** No information available

**Viscosity:** No information available **Elemental Phosphorus:** 1.314 % by wt.

**VOC:** 8.32 % \* **pH:** ≈ 1.0

**Flammability (Solid or Gas):** Not applicable **Corrosion to metals:** Not corrosive to metals

**Sustained combustion:** Not applicable

**Oxivir Five 16 Concentrate (US)**

**One Step Disinfectant Cleaner**

3 of 5

**Skin contact:** May be mildly irritating to skin.

**Eye contact:** Causes eye irritation.

**Ingestion:** May be harmful if swallowed.

**Inhalation:** No information available.

**Sensitization:** No known effects.

**Target Organs (SE):** None known

**Target Organs (RE):** None known



## Numerical measures of toxicity

ATE - Oral (mg/kg): 4100

ATE - Dermal (mg/kg): >5000

ATE - Inhalatory, mists (mg/l): >20

## 12. ECOLOGICAL INFORMATION

**Ecotoxicity:** No information available.

**Persistence and Degradability:** No information available.

**Bioaccumulation:** No information available.

## 13. DISPOSAL CONSIDERATIONS

Do not contaminate water, food, or feed by storage or disposal.

### Waste from residues / unused products (undiluted product):

This product, as sold, if discarded or disposed, is a hazardous waste according to Federal regulations (40 CFR 261.4 (b)(4)). Under RCRA, it is the

responsibility of the user of the product to determine, at the time of disposal, whether the waste solution meets RCRA criteria for hazardous waste.

Dispose in compliance with all Federal, state, provincial, and local laws and regulations.

### Waste from residues / unused products (diluted product):

This product, when diluted as stated on this SDS, is a hazardous waste according to Federal regulations (40 CFR 261.4 (b)(4)). Under RCRA, it is the responsibility of the user of the product to determine, at the time of disposal, whether the waste solution meets RCRA criteria for hazardous waste. Dispose in compliance with all Federal, state, provincial, and local laws and regulations.

### Pesticide Storage:

Refer to product label.

### Pesticide Disposal:

Refer to product label.

### Container Disposal:

Refer to product label.

**RCRA Hazard Class (undiluted product):** D002 Corrosive Waste.

**RCRA Hazard Class (diluted product):** D002 Corrosive Waste.

## 14. TRANSPORT INFORMATION

**DOT (Ground) Bill of Lading Description:** NOT REGULATED

**IMDG (Ocean) Bill of Lading Description:** NOT REGULATED

## 15. REGULATORY INFORMATION

**International Inventories at CAS# Level**

**Oxivir Five 16 Concentrate (US)**

**One Step Disinfectant Cleaner**

4 of 5

### U.S. Regulations

**EPA Reg. No. :** 70627-58

This chemical is a pesticide product registered by the United States Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets (SDS), and for workplace labels of non-pesticide chemicals. The hazard information required on the pesticide label is reproduced below.

The

pesticide label also includes other important information, including directions for use.

**CAUTION:** Harmful if swallowed. Causes moderate eye irritation. Avoid contact with eyes or clothing. Wear chemical splash-proof goggles or face shield. Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco or using the toilet.

### CERCLA/ SARA

**Ingredient(s) CAS # Weight % CERCLA/SARA RQ (lbs) Section 302 TPQ (lbs) Section 313**

Hydrogen peroxide 7722-84-1 1 - 5% 1000

Phosphoric acid 7664-38-2 1 - 5% 5000

### Canadian Regulations

## 16. OTHER INFORMATION

### NFPA (National Fire Protection Association)

Rating Scale: (Low Hazard) 0 - 4 (Extreme Hazard)

**Health** 1

**Flammability** 0

**Instability** 0

**Special Hazards** -

### Diluted Product:

**Health** 0

**Flammability** 0

**Instability** 0

**Special Hazards** -

**Revision:** 2020-09-06

**Version:** 04.0

**Reason for revision:** Not applicable

**Prepared by:** North American Regulatory Affairs

**Additional advice:** • Does not contain an added fragrance

*Notice to Reader: This document has been prepared using data from sources considered technically reliable. It does not constitute a warranty, express or implied, as to the accuracy of the information contained within. Actual conditions of use and handling are beyond seller's control. User is*











*responsible to evaluate all available information when using product for any particular use and to comply with all Federal, State, Provincial and Local laws and regulations.*

**Oxivir Five 16 Concentrate (US)**






**One Step Disinfectant Cleaner**

5 of 5

# Cleaning Equipment and Use

	<p>Hi Security Janitor Cart The cart is fully lockable, it has a compartment at the top, for the placement of the cleaning cloths and chemicals required. The rubbish compartment is separated into Rubbish and a bag to hold your dirty Microfibre. It can be access via the zip at the front. Thee lockable doors hold your backup stock of toilet paper / paper towels / shower gel / hand wash etc. – this is determined by sites. These trolleys must be wiped at the end of each shift. Re-stocked for the next person using the trolley.</p>		
<p>DISINFECTING PAIL SET</p> 	<p>The coloured pails identify the cloths that should be in them. Green – food Blue – general cleaning cloths Red – bathroom cleans &amp; for dirty utilities Yellow – infectious cleans Buckets should be charged with 10 cloths &amp; 500 ml of diluted chemical. <b><i>Pour 250ml in bottom of bucket / put in cloths / pour remaining 250 ml over top</i></b></p>		
<p>All microfibre is washed at the facility and is NOT a disposable product. Using bleach with the cloths will destroy the microfibre product, please be aware of this. Please note that all attachment for the handles is interchangeable.</p>			
<p>GENERAL PURPOSE CLOTH GREEN – FOOD AREAS</p> 	<p>GENERAL PURPOSE CLOTH BLUE – GENERAL AREAS</p> 	<p>GENERAL PURPOSE CLOTH RED – BATHROOM DIRTY UTILITIES</p> 	<p>GENERAL PURPOSE CLOTH Yellow – Infectious Cleans</p> 
<p>Glass / Aluminium Polish Cloth</p> 	<p>FLOOR PAD BLUE -GENERAL AREAS</p> 	<p>FLOOR PAD RED – BATHROOM DIRTY UTILITIES</p> 	<p>FLOOR PAD YELLOW – SCRUBBER PAD INFECTIOUS CLEAN PAD</p> 
<p>TO POLISH GASS STAINLESS STEEL</p>	<p><b>ALL FLOOR PADS CAN BE USED ON FLOORS / WALLS / TILES / CORNICES / EDGES</b> <b>YELLOW FLOOR PAD CAN BE USED AS A SCRUBBER AND ON NON-SLIP SURFACES LIKE KITCHEN FLOORS.</b></p>		

<p>Squeegee frame</p> 	<p>Flexible frame</p> 		
---	---	--	---

<p>Use as a squeegee, can be used with two mop pads for increased mopping area Used with green microfibre dust pad</p>	<p>For scrubbing hard surfaces to be used with scrubber cover</p>	<p>Flexi squeegee cover For scrubbing and hard stains on walls / floors Can be used as a mit for finer details</p>	<p>Dust wand - Can be adjusted to fit most spaces Dusting for fans / aircons / picture rails / under bed rails / cupboard any areas that need dusting</p>
	<p>Extendable handle – yellow</p>	<p>Short extendable handle – silver</p>	 <p>Pulse mop Fill with neutral cleaner pre-mixed or water</p>
<p>Non extendable handle - yellow</p>	<p>Extendable handle - silver</p>		
			
<p>Charge bucket Fill up to 20 pads</p>	<p>Charge bucket yellow Fill up to 20 pads</p>	<p>To take pads out of the charge bucket use your handle and frame – push down on pads</p>	
<p><b>In a Covid19 outbreak scenario All clothes can be used as normal as the entire home is treated as infectious.</b></p> <p><b>This means cleaning will be undertaken with Oxivir five 19 to charge all clothes blue &amp; red and will be laundered with the infectious wash cycle.</b></p>			

# Visual Guide for Charge Bucket / Mop Pads

## CHARGING BUCKET

How To Prepare For Use With HYGEN™ Microfibre



**1**  
**ADD**  
Pre-mixed chemical to the Charging Bucket, using the recommended chemical ratios.



**2**  
**PLACE**  
Damp mops in the Charging Bucket with the logo side of the mops facing upward.



**3**  
**SECURE**  
Leak-proof lid to the Charging Bucket by snapping the end tabs into place first, then the side tabs.



**4**  
**TURN**  
The Charging Bucket upside down by holding the handle and flipping the bucket. Leave for 10 – 15 minutes allowing the pre-mixed chemical to dampen all the mops.



### Colour Coding Guide

Blue: General
Green: Food Preparation Areas
Red: Bathrooms / Toilets
Yellow Scrubber: Non-slip Surfaces

## CHARGING BUCKET

How To Damp Mop A Room



**1**  
**PLACE**  
Stable Safety Sign at the entrance to the room being cleaned.



**5**  
**BEGIN**  
at the far corner of the room, mopping the floor using overlapping Figure 8 strokes, while moving backward toward the doorway. Remember to clean beneath beds and furniture.



**9**  
**PULL**  
the soiled mop from the frame and drop into the Rubbermaid Mesh Laundry Net.



**2**  
**AFFIX**  
Quick-Connect Handle to the 45cm Quick-Connect Frame.



**6**  
**REMOVE**  
soiled mop by placing one foot on an exposed edge of the mop and the other foot on the end of the Quick-Connect Frame.

*Properly charged pads hold enough cleaning solution to clean a standard sized room – approximately 23-25 square metres. Oversized rooms may require a second mop pad.*



**3**  
**OPEN**  
the Charging Bucket.



**7**  
**PULL**  
the handle upward and the mop will peel away from the Quick-Connect Frame.  
NOTE: The soiled mop should be removed from the frame when finished mopping or when mop is dry.

### How to Mop a Corridor



**4**  
**CENTER**  
Quick-Connect Frame over the Charging Bucket and push down to attach the mop via hook-and-loop connection. Close the lid.



**8**  
**LIFT**  
the soiled mop, using the Quick-Connect Frame, positioned at a 90° angle to the mop.

First mop half the width of the corridor using overlapping figure 8 strokes. then turn around and continue to mop the other half of the corridor.

# Cleaning Process

## Dining Area Clean

First clean all bench areas / handles / touch points. Ensure you wipe underneath the ledges (marked in yellow) as people tend to grab or hold on to these.

Be mindful when you do this – moving along the walls wipe all areas that are being touched.

Once you have completed this – spray all surfaces / benches with the Quat Sanitiser – ensuring this is set on a mist spray – it needs to air dry on the surfaces to be effective.

Be aware of anyone being present and where you spray as you do not want people to inhale the chemical or get it into their eyes.



All

tables and chairs need to be focused on.

This is a communal area where germs are spread very easily through transfer.

To start your clean use the 8-fold microfiber cloth process – you will need more than one cloth!

1<sup>st</sup> side of cloth wipe all items on the tables, the table top and the edge of the table top / side / underneath  
2<sup>nd</sup> side of cloth – wipe chair back and armrests – use a new side until you have finished all chairs and so on.

When the table and chairs are complete, use the same cloth to wipe the seat pads of the chairs, to remove any stains or food scraps.

This should be the **LAST** process you do with the cloth before you place the cloth in the “dirty” microfibre laundry bag in your trolley.

Spray table / chairs with mist nozzle with Quat Sanitiser – allow air-drying – be mindful of spray.

***New table - New cloth!!***

***In a Covid19 situation all condiments should be removed and washed, sanitised, and stored until the facility has returned to normal service***

## Bedroom Touch point Cleaning



All bedrooms are basically designed the same. The process of cleaning a bedroom should not vary from facility to facility.

Use your blue general use cloth – utilising the 8 fold technique.

Before you begin the clean, please ensure you knock and make the resident aware that you will be cleaning their room.

When entering the resident room always move in one direction – do not go back and forwards as this interrupts the workflow.

**Side One** Clean the doorframe to enter the bedroom / door handles and push pads of the doors / inside and out.

**Side Two** Wipe light switches / emergency call switches any armchair backs and armrest.

**Side Three** Wipe the food table if there is one – ALWAYS ENSURE YOU CLEAN THIS WITH A CLEAN SIDE. Clean the top of the TV – move along and wipe any handles, door handles push pads, fridge handles push pad.

**Side Four** Wipe top of the bed rail – side rails – monkey bar handle – bed controls – nurse call button, light switches.

**Side Five** Wipe window sill, window handles, door handle or fly screen handle – door frame, armchair arm rests or back of chairs.

**DO NOT CLEAN THE TOILET DOOR FRAME OR LIGHT SWITCH AS THIS IS PART OF THE TOILET CLEAN**

**Side Six** Move along the wall and continue cleaning any handles / light switches / power points / aircon dials / top of benches/ cupboard door handles and push pads.

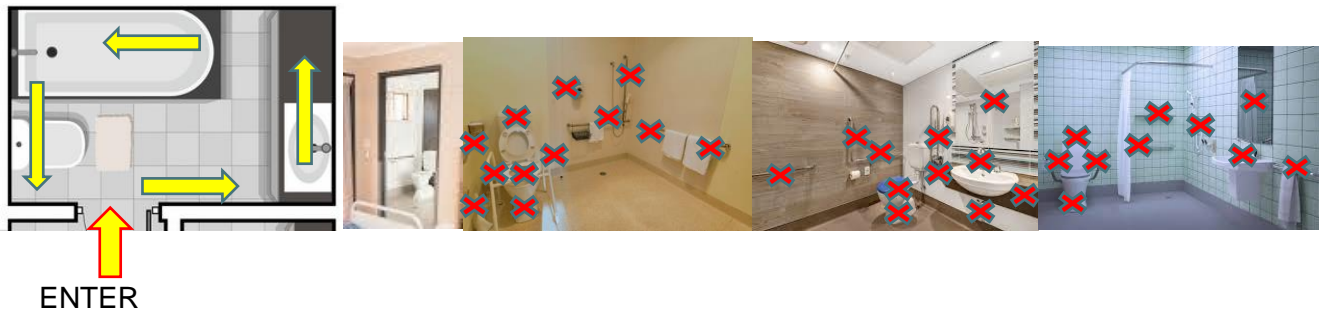
**Side Seven to Eight** Once you have finished all sides of the rooms – use your last 2 sides to clean the handles of any mobility equipment for the resident.

Seat pads that are wipe able.

Place cloth into the microfibre bag in your cleaning trolley - take rubbish from bedroom with you and collect toilet cleaner bottle and glass cloth.

Continue to clean Bathroom

# Bathroom Touch point Cleaning



All bathrooms are basically designed the same. The process of cleaning a bathroom should not vary from facility to facility.

Use your red bathroom cloth charged with bathroom cleaner– utilising the 8-fold technique.

When entering the resident bathroom always move in one direction – do not go back and forwards as this interrupts the workflow.

Spray toilet bowl with bathroom cleaner and allow to allow any residue to soften.  
Remove rubbish and return chemical bottle to cleaning trolley.

## To start your clean in the bathroom:

- Side One** Clean the doorframe to enter the bathroom / door handles, push pads of the doors / inside and out.
  - Side Two** Wipe the mirror / and polish with your glass cloth.  
wipe the handles of the sink, faucet & top of sink – vanity shelf – handles on front of vanity shelf– then the inside of the washbasin.
  - Side Three** Wipe soap dispenser and any light switches / emergency calls on the 1st side of the wall. Move to the next wall and wipe handrails, emergency switches, shower rail, shower cord, shower head. Any buttons on soap dispensers & wipe behind them for dust, paper handtowel dispensers.
  - Side Four** Move to next wall continue to wipe any emergency call buttons / top of toilet roll dispenser - handrails / if you are wiping the toilet rails ensure you move to upright position to wipe underneath.
- Toilet must be the last element of the bathroom to be cleaned
- Side Five** Wipe toilet from top of cistern – button – the around sides, Wipe the back of toilet, toilet seat top, lift lid and wipe underneath lid.
  - Side Six** Clean the toilet seat form underneath and then the top of toilet bowl / inside rim.
  - Side Seven** Take toilet brush with red cloth - loosen solids with toilet brush and close lid and flush leaving toilet brush in bowl to be rinsed, wipe the toilet brush handle and return brush to holder. Wipe outside of toilet bowl to the bottom and the s bend.
  - Side Eight** Wipe the flush button again – use the last side to wipe any bathchair armrests / backrest / top of bin.  
Replenish toilet paper as required.

Mop the bathroom floor with a Red floor pad – Mop the bedroom floor with Blue floor pad

**Now change your Gloves**

# Laundry SOP – Collection of Infectious Laundry

COLLECTION OF COVID INFECTIOUS LAUNDRY – ROOM SERVICE		DOCUMENT CODE
Safe / Standard Operating Procedure		
<b>Related Policy/Procedure</b>	Laundry Operations Manual Infection Control Manual	
<b>Application</b>	UC Aged Care & Community Services	
<b>Contact Officer</b>	Hospitality Manager / Hospitality Outcomes Officer	
<b>1 PURPOSE AND SCOPE</b>		
The aim is to ensure that the infection control standards are met in regards to collection of laundry items in a COVID-19 infectious environment. It applies to all care and hospitality staff processes and shut down of all resident laundries.		
<b>2 SAFE WORK PRACTICE</b>		
2.1 PPE required to safely complete task		
<b>Gloves / Eye Protection / Gown / Mask or Face Shield</b>		
2.2 Safety Risks		
Slips, trips & falls, manual handling, chemical ingestion, microbial contamination, contact precautions, PPE		
2.3 Task Analysis Description		
<b>Elements of Task</b>	<b>Hazards Risk</b>	<b>Controls</b>
Manual Handling	Possible injury to movement of trolleys and cluttered hallways / Laundry	Ensure environment is cleared to move trolley through facility Follow manual handling guidelines for pushing trolley / work process
Microbial contamination	Contamination from infectious Laundry / Rooms / Staff / Equipment	Ensure the correct donning and doffing of PPE – PPE this is not a optional procedure Hand Hygiene Separate double plastic bagging and tagging (refer COVID Doubling Bagging SOP ) Disinfectant cleaning of trolleys <b>No trolleys in rooms</b>
2.4 Assessed Risk Rating		
<b>Identified Risk(s) &amp; Risk Assessment:</b>		<b>Risk Rating</b>
		<b>Risk Rating:</b>
		<b>Risk Rating: Very HIGH</b>
2.5 Eliminate the risk		
<ul style="list-style-type: none"> <li>Perform hand hygiene on entering and exiting the resident room and before and after using PPE.</li> <li>Wear PPE to avoid contamination through eye / mouth / nose and transfer</li> <li>Ensure work area is prepared and move any items that clutter the path</li> <li>Be aware of good manual handling technique to decrease risk</li> <li>Ensure laundry is double bagged separate to minimise contamination – refer to Double Bagging SOP</li> <li>Wipe equipment involved with appropriate chemical ensure to focus on touchpoints, including handles of trolleys / laundry equipment used.</li> <li>Dispose of PPE in provided infectious bin</li> </ul>		
<b>3 OPERATING PROCEDURE &amp; PROCESS</b>		
<b>3.1 TASK – Collection of Infectious Laundry - Room Service</b>		



## Resident Laundries

- Isolate & close down all access to resident laundries, to prevent cross contamination.
- Hospitality Leader to notify linen supplier of possible outbreak straight away for collection purposes.

## Equipment Required

- Dissolvable bags / Plastic bags
- Linen bags
- Infectious & cytotoxic labels
- Linen trolley
- Specific PPE

## Chemicals Required

- Disposable disinfectant cleaning wipes

### 3.2 Before Collection Commences

- Staff to put on appropriate PPE prior entering an infectious room and handling linen & clothing.
- Ensure you have a linen skip Have a separate linen skip outside the room for double bagging.
- Preparation of separate dissolvable / plastic bags and separate laundry, bag tags for infectious linen.

### 3.3 Complete inspection of work area

- Scan area for possible trip hazards or obstacles and be aware of these.

### 3.4 During Collection

- Ensure that all linen and personal clothing from infectious rooms are placed into dissolvable/plastic bags before placed into separate linen bag, refer to Double Bagging SOP.
- Have a separate linen skip outside the room for double bagging.
- Keep contaminated laundry separated from all other dirty laundry.
- Contaminated laundry must not be pre-sorted, as there is a risk of exposure through dermal absorption and inhalation.

### 3.5 After Collection

- Disposable gowns and gloves will be single use and be disposed of as infectious rubbish
- Sanitise and disinfect trolley
- Ensure hand washing practices are frequent after PPE removal.

## 4 RELATED DOCUMENTS

- Laundry Manual
- Infection Control Manual
- 19269 NHMRC Infection Control Guidelines

# Laundry SOP – Double Bagging of Infectious Laundry

<b>COVID 19 – Double Bagging of Infectious Laundry / Linen Safe / Standard Operating Procedure</b>		<b>DOCUMENT CODE</b>
<b>Related Policy/Procedure</b>	COVID 19 Processes	
<b>Application</b>	UC Aged Care & Community Services	
<b>Contact Officer</b>	Hospitality Manager / Hospitality Outcomes Officer	
<b>1 PURPOSE AND SCOPE</b>		
The aim is to ensure that the infection control standards are met in regards to collection of laundry items for infectious laundry / linen ensuring the double bag process.		
<b>2 SAFE WORK PRACTICE</b>		
2.1 PPE required to safely complete task		
<b>Gloves / Eye Protection / Gown / Mask or Face Shield</b>		
2.2 Safety Risks		
Slips, trips & falls, manual handling, chemical ingestion, microbial contamination, contact precautions, PPE		
2.3 Task Analysis Description		
<b>Elements of Task</b>	<b>Hazards Risk</b>	<b>Controls</b>
Manual Handling	Possible injury to movement of trolleys and cluttered hallways / laundry	Ensure environment is cleared to move trolley through facility Follow manual handling guidelines for pushing trolley / work process
Microbial contamination	Contamination from infectious laundry / trolley / staff / PPE	Ensure the correct donning and doffing of PPE – PPE is not optional Hand hygiene
2.4 Assessed Risk Rating		
<b>Identified Risk(s) &amp; Risk Assessment:</b>		<b>Risk Rating</b>
		<b>Risk Rating:</b>
		<b>Risk Rating: HIGH</b>
2.5 Eliminate the risk		
<ul style="list-style-type: none"> <li>• Perform hand hygiene on entering and exiting the resident room and before and after using PPE</li> <li>• Wear PPE to avoid contamination through eye / mouth / nose and transfer</li> <li>• Be aware of good manual handling technique to decrease risk</li> <li>• Ensure laundry is bagged according to process</li> <li>• Wipe equipment involved with appropriate chemical ensure to focus on touchpoints, including handles of trolleys / laundry bin</li> </ul>		
<b>3 OPERATING PROCEDURE &amp; PROCESS</b>		
3.1 TASK – Double Bagging Infectious Laundry		

**Equipment Required**

- Dissolvable bags
- Linen bag
- Linen trolley
- Specific PPE

**Chemicals Required**

- Disposable disinfectant cleaning wipes

**3.2 Before Collection Commences**

- Staff to put on appropriate PPE prior to handling linen / clothes bag
- Preparation of separate 2 dissolvable bags / plastic and separate laundry bags / tags for infectious linen
- Ensure linen trolley / skip is outside of room

**3.3 Complete inspection of work area**

- Scan area for possible trip hazards or obstacles and be aware of these

**3.4 During Collection**

- Get laundry / linen and place into the dissolvable bag / plastic bag
- Tie off
- Place plastic bag into clean linen skip
- Remove glove and hand hygiene
- Don PPE and tie off and tag
- Sanitise area
- Dispose of PPE in provide infectious bin
- Keep contaminated laundry separated from all other dirty laundry
- Contaminated laundry must not be pre-sorted, as there is a risk of exposure through dermal absorption and inhalation

**3.5 After Collection**

- Disposable PPE in provided infectious bin
- Sanitise touchpoint areas
- Ensure hand washing practices are frequent before and after PPE removal

**4 RELATED DOCUMENTS**

- Laundry Manual
- Infection Control Manual
- 19269 NHMRC Infection Control Guidelines