

Covid 19 pandemic: Workplace practical hints and tips

Reviewed 21 July 2021

6 CLEANING

As Covid-19 restrictions are being lifted from the 19th July 2021 and more staff are returning to the workplace it is important to consider how often and how thoroughly the workplace is cleaned. The workplace cleaning routine should be based on your workplace risk assessment.

In order to reduce the risk, we therefore recommend that employers:

- Clean frequently in line with your cleaning plan and communicate this plan to staff
- Clean work areas and equipment between uses
- Set clear guidance for the use and cleaning of toilets, showers, changing facilities, accommodation
- Frequently clean and disinfect objects and surfaces that are touched regularly
- Allocate specific work areas or vehicles to specific people
- Create small groups that can work independently on tasks
- Close off spare workstations
- Prop open doors to avoid the need to touch handles (excluding fire doors or other doors that must be kept closed)
- Fit automatic sensors so that doors can be opened with feet rather than hands
- Issue door hooks to workers so they don't have to touch handles

Key hints and tips to reduce the risks of Covid 19 to share with your employees:

- Ensure workstations are cleared at the end of the day or shift so that they can be properly cleaned
- If equipment like tools or vehicles are shared, then clean after each use – it's a good idea to keep a record/log of this for the next user

