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THE AUSTRALIAN BUSHMEN'S CAMPDRAFT & RODEO ASSOCIATION

COVIDSafe

COMMITTEE CLEANING PROTOCOL

Facility cleaning: Supplementary information

Summary

This document provides guidance on:

1. Routine cleaning, and cleaning and
2. Disinfection following a case or suspected case of COVID-19 at an ABCRA Affiliated show.

It covers:

- 1.1 – Cleaning during the COVID-19 pandemic
- 1.2 – Definitions
- 1.3 – Cleaning and disinfecting solutions
- 1.4 – Checklist of standard precautions for cleaning
- 1.5 – Recommended cleaning by surface
- 1.6 – Recommended cleaning by item
 - 1.6.1 – General Facility Items
 - 1.6.2 – Canteen / Bar facilities
 - 1.6.3 – Show Equipment
 - 1.6.4 – Show machinery and transport items



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1.1 Cleaning during the COVID-19 pandemic

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

The ABCRA's key objective is to protect all Show attendees and the wider community from the spread and risk of exposure to COVID-19 by implementing appropriate cleaning and disinfecting measures for your affiliated Show.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

Committee Affiliates are advised that the cleaning protocols must be strictly adhered to as a condition of their Show approval. More frequent cleaning may be required in some circumstances. If any equipment is shared between attendees, it should be cleaned between uses.

More frequent disinfection may also be required when a high volume of persons are likely to touch surfaces.

Cleaning with detergent and water is usually sufficient for routine cleaning. Once clean, surfaces can be disinfected. You should prioritise cleaning and disinfecting surfaces that many people touch.

However, the ABCRA recommend doing a 2-in-1 clean and disinfection by using a combined detergent and disinfectant, always follow the manufacturer recommendations.

1.2 Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing alcohol ($\geq 70\%$), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.



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1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in): alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

- > Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplaces cleaning in a non-healthcare workplace, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.

However a combination of cleaning and disinfection will be most effective in removing the COVID-19 virus at Committee facilities when cleaning, and should be used due to a high volume of attendees that are likely to touch surfaces.

Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace

Note: Disinfectants require sufficient contact time to be effective at killing viruses. If no time is specified, the disinfectant should be left for ten minutes before removing.

1.4 Checklist of standard precautions for cleaning

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.



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1.5 Recommended cleaning by surface

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

Committee Affiliates are advised that the cleaning protocols must be strictly adhered to as a condition of their Show approval. More frequent cleaning may be required in some circumstances. If any equipment is shared between attendees, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required when a high volume of persons are likely to touch surfaces.

	Following suspected or confirmed case		Routine cleaning
	Any Surface	Method	Method
Soft plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Hard plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Detergent + Disinfectant
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Laminate	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Concrete (polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant



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	Following suspected or confirmed case		Routine cleaning
	Any Surface	Method	Method
Concrete (rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Detergent + Disinfectant
Leather	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean and disinfect according to manufacturer's recommendations
Fabric	Clean as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent
Paper	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible. If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page. Clean and disinfect plastic protective sheet at least daily.



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1.6 Recommended cleaning by item

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

Committee Affiliates are advised that the cleaning protocols must be strictly adhered to as a condition of their Show approval. More frequent cleaning may be required in some circumstances. If any equipment is shared between attendees, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required when a high volume of persons are likely to touch surfaces.

1.6.1 General facility items

	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Alcohol-based hand sanitiser dispensers	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Carpet (Soft floor)	Clean as soon as you become aware	Carpet shampoo + Steam clean	Clean at least daily	Vacuum with HEPA filter
			Clean annually	Carpet shampoo + Steam clean
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect daily & wash yearly, e.g. access hatches and surrounds	Detergent + Disinfectant
Chairs - non-upholstered e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Chairs - upholstered e.g. fabric padded chairs, sofas, office chairs	Clean as soon as you become aware	Detergent + Steam clean	Clean at least daily	Vacuum (HEPA) Damp dust + Detergent



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	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Cleaning Equipment	Clean and disinfect after use	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant
Clipboard / Pens/ Folders/Stop watches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect after each persons use	Detergent + Disinfectant
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean and disinfect at least daily or when visibly soiled, and between users if equipment is shared	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays
Curtains and Blinds	Clean as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean weekly	Damp dust + Detergent
Door frames	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Door knob / handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Drinking Fountains	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Electrical equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant



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	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Electronic equipment (sensitive to electrostatic charge) E.g. iPads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant
Elevator buttons	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Floor (non-slip vinyl)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required Clean and disinfect frequently touched surfaces on fridge (i.e. handles) 3 hourly at show	Detergent + Disinfectant
Hand rails, stair rails	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant



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	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily	Detergent + Disinfectant Damp dust
Lights/lighting	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect daily	Detergent + Disinfectant
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean and disinfect frequently touched points on microwave at least daily	Detergent. Disinfectant on outside surfaces only.
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant



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	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean and disinfect minimum of 3 times per day	Detergent Disinfectant on areas around sink only, not in sink
Tables / desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily & more regularly if shared by multiple users	Detergent + Disinfectant Damp dust
Toilets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily	Detergent + Disinfectant Damp dust
Vending Machines	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect frequently touched points on machine minimum of 3 times per day	Detergent + Disinfectant Damp dust



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	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect touched walls at least daily & full clean yearly	Detergent + Disinfectant
Windows	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect touched windows at least daily	Detergent + Disinfectant
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant



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1.6.2 Canteen / Bar facilities (in conjunction with general items listed above)

	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Cash registers	Clean and disinfect as soon as you become aware	Detergent + Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each shift minimum of 3 times per day	Detergent + Isopropyl alcohol-based wipes/sprays
Window frames (sliding servery)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
EFTPOS machines	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each use	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each use	Isopropyl alcohol-based wipes/sprays
Hand Rails, Ladders & Stairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant Isopropyl alcohol-based wipes/sprays



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1.6.3 Show equipment (in conjunction with general items listed)

	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Bollards	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Hoses and tap fittings	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Arena Gates, Chutes, Time event box handles, Hand Rails, Ladders & Stairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect between shifts or minimum of 3 times per day	Detergent + Disinfectant
Power tools and hand tools	Clean and disinfect as soon as you become aware	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean and disinfect between shifts or users	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Hi Vis Vests worn over clothing	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Refer to manufacturer's recommendations Detergent + Disinfectant
Roller door handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Other PPE if shared between personnel or officials (hard hats, safety eyewear)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant
Viewing windows	Clean as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant



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1.6.4 Show Machinery & Transport items

	Following suspected or confirmed case		Routine cleaning	
	Any item	Method	Frequently touched items	Method
Door Handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect minimum of 3 times per day	Detergent + Disinfectant
Control panels and other plant controls	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean and disinfect between shifts or users	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Gear knobs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant
Machinery surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Seat Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant
Safety guards around equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant
Steering wheels	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least between shifts or between users	Detergent + Disinfectant
Switches and other controls	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes /sprays	Clean and disinfect at least daily or between users	Isopropyl alcohol-based wipes /sprays