

## Cleaning Guidelines for External Partner Organizations

City of Ottawa facilities that are operated by external partner organizations who may be responsible for cleaning and sanitizing the spaces they occupy should consider the following guidelines when preparing plans for resumption of service:

- Follow all guidelines and recommendations provided by Public Health Officials
- Select appropriate cleaning and disinfection products with a registered DIN from Health Canada's approved list of products
- Commonly used cleaners and disinfectants are effective against COVID-19
- Check expiry dates of products and always follow manufacturer's instructions
- Ensure all Personal Protective Equipment is used or worn as directed by the manufacturer
- Client is responsible for providing all cleaning and disinfection products, as well as hand sanitizer required for programming
- Programs that utilize a room/space that is shared by cohorts or has other user groups (e.g., programs in museums, community centres, etc.) must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log must be posted and used to track cleaning
- Thorough cleaning of all occupied spaces, including bathrooms, must be performed following the end of programming each day
- Two high contact touch point disinfections must be performed throughout the day

Partner organizations that currently have FOS support with daily thorough cleaning of the facility will continue to maintain the same level of service.

Partner groups who are currently responsible for their own cleaning, or have contracted cleaning services, will continue to be responsible to ensure thorough daily cleaning as well as two touch point disinfections of the spaces they occupy and offer programming in, has been completed.

**All partner organizations are responsible to provide the high contact touch point disinfections twice per day during their hours of operations and programming. Facility Operations Service is unable to assist with high touch point disinfection. Thorough cleanings must be performed following the end of programming each day and following any program activity that has a different client group.**

When performing high touch point cleaning, consideration should be given to the following spaces, but not limited to:

- Lobbies, kitchens, meeting rooms, main entrances and washrooms facilities
- Tables, chairs, toys, fitness equipment, appliances and various programming items
- Floors, walls, doors and windows
- All high contact touch points in the occupied spaces which may include, but are not limited to:

- Doorknobs
- Automatic door operators
- Sink handles
- Cabinet doors
- Hand dryers
- Soap, disinfectant, and paper towel dispensers
- Appliance handles and controls
- Tables and chairs

## **Touch Point Disinfection in Public Washrooms**

In addition to the daily deep cleaning of all public washrooms, high level touch points must be wiped down and disinfected two times per day, in addition to provincial guideline requirements.

The following high-level touch points may include, but are not limited to:

- Doors and handles
- Light switches
- Taps
- Soap dispenser
- Counter
- Washroom stall handle and door
- Toilet seat and handle
- Toilet paper holder and sanitary boxes
- Paper towel dispensers
- Garbage receptacle lids
- Automatic door operator buttons
- Accessible rails
- Hand dryer buttons

Additional cleaning resources are listed below:

### **Government of Canada- Cleaning of Public Spaces:**

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

### **Public Health Ontario Cleaning Guidelines:**

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

### **Ottawa Public Health Guidelines:**

<https://www.ottawapublichealth.ca/en/professionals-and-partners/cleaning-and-disinfection-checklist.aspx>