



METHOD STATEMENT

DISINFECTION OF PUBLIC SPACES – OFFICE & HOMES

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SCOPE:

This document aims to provide guidance about the environmental cleaning /decontamination in non-healthcare facilities; schools and universities, public transportation, hotels, office spaces, homes and any other common public spaces.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

OBJECTIVE

This Method Statement is for guidance of the staff / Technicians who will be involved in carrying out the Disinfection/Decontamination of homes & offices spaces.

- This method statement is to ensure the work will be executed in an efficient and safe manner.

TOOLS & EQUIPMENTS REQUIRED:

Low pressure sprayer, Fogging machine, High Pressure Jetting Machine, Cleaning Brushes, Vipers, Brush, buckets, Cleaning materials, Plastic covers.

SAFETY:

- PPE such as disposable gloves, Disposable overall, shoe covers, mask, goggles and face shield.
- All safety measures and precautions shall be maintained.



MATERIALS

Disinfectant Chemical.

PRIOR ACTIVITIES:

- PTW – Permit to work to be obtained
- Briefing the activity to all technicians by supervisor through toolbox talk.

RESPONSIBILITIES:

- Site Supervisor shall ensure that all tools and equipment are made available sufficiently in advance to the commencement of the work.

PROCEDURE:

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant.
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned by mopping with a linen/absorbable cloth soaked in the disinfectant.
- Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable yellow disposable bag and wash hands with soap and water.
- Apply disinfectant ONLY on surfaces/items with direct contact with person having presented with symptoms, especially the areas which may have been occupied by the person.
- Clean the hard, non-porous surfaces first with detergent and water, and then apply disinfectants according to the product instructions. (Use disinfectant wipes if available)
- Clean all 'high-touch' surfaces such as desks, counters, table tops, doorknobs, bathroom fixtures, toilets, phones, keyboards and bedside tables every day with antiseptic wipes or disinfectant, including bleach solutions
- Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another.
- Ensure correct concentrations and sufficient contact time for effective disinfection.
- Wear disposable gloves while handling soiled items. Wash hands immediately after removing gloves or after handling these items.



CRYSTALLINE

ENVIRONMENTAL SERVICES

- You should read all cleaning product labels and follow the recommendations provided on them. Product labels contain instructions for safe and effective use of the cleaning product, including precautions you should take when applying the product, such as wearing gloves or aprons and making sure you have good ventilation (eg, open windows) while you use it.

Important points to note when using disinfectants:

- Hands must be washed using soap and warm water for a sufficient period of time (20 to 30 seconds) to remove any infectious material before and after cleaning.
- Check the labels and use according to instructions and be aware of the potential hazard of each product.
- Strictly follow contact time as per manufacture recommendation and cleaning procedures
- Avoid contact with eye and skin when handling cleaning products.
- Do not mix different cleaning products and use in a well-ventilated area.
- Use PPE (disposable gloves, mask, gown) to be protected from direct contact with chemicals and against direct contact with secretions/blood/body fluids.
- Change PPE frequently, especially if they become damaged during cleaning and disinfection or visibly soiled
- Use additional barriers (e.g., leg covers, shoe covers) as needed
- Used PPE should be disposed of in plastic bags, tied up, and labelled with a biohazard symbol. Do not shake the PPE while handling to prevent producing aerosols
- Disposable PPE should be treated as potentially infectious material and disposed in accordance with national rules.
- The use of disposable or dedicated cleaning equipment is recommended; non-single use PPE should be decontaminated using the available products (e.g. 0.1% sodium hypochlorite or 70% ethanol).
- When using chemical products for cleaning, it is important to keep the facility ventilated (e.g. by opening the windows) in order to protect the health of cleaning personnel.

CLOSING ACTIVITIES:

- PTW – Permit to work must be closed.



RISK ASSESSMENT

Hazard	Potential Hazard	Initial Assessment			Control Measures (List the controls to manage each of the hazards)	Re-Assessment		
		L (1-5)	S (1-5)	Risk Rate		L	S	Residual Risk
Electrical Equipments	Electrical shock & fire	4	4	16	Use of flame proof, waterproof & shatter proof electrical equipment. Preventive maintenance of all electrical equipments. Good housekeeping practices to be maintained at all times.	2	4	8
Occupational Exposure	Infection	4	4	16	Use of disposable full body overalls, Gloves, Shoes covers, eye protection. Provide adequate training on the cleaning & disinfection procedures. Maintain good hose keeping.	2	4	8
Pressure Washer	Bodily injury	4	4	16	Keep the area clear of non-essential, eye and hand protection to be worn always. TBT on the safe use of the machines. Maintain good housekeeping.	1	4	4
Chemical hazard	Burns and skin irritation	4	4	16	All PPE's such as Face mask, gloves and eye protection. Dilute the chemical concentration with water before starting the cleaning works. Carry eye wash if required. Conduct safety briefing before task. Keep MSDS of chemical on site for reference.	1	4	4
Hard/sharp objects.	Head & body injury	4	4	16	Barricade and isolate all with warning signs. Use all PPE's. Identify the areas and use padding or wrapping to sharp edges.	1	4	4
Slips Trips & Falls	Head & body injury	4	4	16	Site supervisor to check all areas prior to commencement of work. Implementation of safe working practices and general housekeeping Provision of anti-slip boots. Warning signs and isolate area. All aspects to be covered in Toolbox talk.	1	4	4
Waste disposal	Pollution	4	4	16	Use of environmentally friendly bio-degradable disinfectant to clean. Prevent contamination of sewage line, collect waste and debris for safe	1	4	4



					disposal. All empty chemical cans to be taken off site for safe disposal as per local regulations.			
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LIKELIHOOD			<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: red; text-align: center;">17 - 25</td> <td rowspan="5" style="padding: 5px;"> <p style="text-align: center;">UNACCEPTABLE Stop activity and make immediate improvements</p> <p style="text-align: center;">TOLERABLE Look to improve within specified timescale</p> <p style="text-align: center;">ADEQUATE Improve at next review</p> <p style="text-align: center;">ACCEPTABLE No further action. Ensure controls are maintained</p> </td> </tr> <tr> <td style="background-color: #f0d0d0; text-align: center;">10 - 16</td> </tr> <tr> <td style="background-color: #add8e6; text-align: center;">5 - 09</td> </tr> <tr> <td style="background-color: #90ee90; text-align: center;">1 - 4</td> </tr> <tr> <td></td> </tr> </table>	17 - 25	<p style="text-align: center;">UNACCEPTABLE Stop activity and make immediate improvements</p> <p style="text-align: center;">TOLERABLE Look to improve within specified timescale</p> <p style="text-align: center;">ADEQUATE Improve at next review</p> <p style="text-align: center;">ACCEPTABLE No further action. Ensure controls are maintained</p>	10 - 16	5 - 09	1 - 4	
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<p>1. Very Unlikely - There's 1 in a million chance of the hazardous event happening.</p> <p>2. Unlikely - There's 1 in 100,000 chance of the hazardous event happening.</p> <p>3. Fairly Likely - There's 1 in 10,000 chance of the hazardous event happening.</p> <p>4. Likely - There's 1 in 1000 chance of the hazardous event happening.</p> <p>5. Very Likely - There's 1 in 100 chance of the hazardous event happening.</p>									
CONSEQUENCE									
<p>1.. Insignificant - No injury</p> <p>2. Minor - Minor injuries needing First Aid</p> <p>3. Moderate - Up to 3 days absent</p> <p>4. Major - More than 3 days absent</p> <p>5. Catastrophic - Death</p>									

	Name	Designation	Signature	Date	Remarks
Reviewed By:	Wilfred	HSE		22-04-2020	