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# COVID Safe Recovery Guide

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GENERAL CLEANING	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Detergent: & Disinfectant: ENVIRO.GIENE Alcohol Sanitiser: SHINE					
Alcohol-based hand sanitiser dispenser <b>HY.GIENE HANDS</b> 20611	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Bath <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily, or after each use if shared facilities	Clean at least daily	Detergent
Call bell/door bell <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Carpet (Soft Floor) <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Carpet shampoo + Steam clean	Clean daily	Clean weekly	Vacuum with HEPA filter
			Clean annually	Clean annually	Shampoo or steam clean
Ceiling <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean daily & wash yearly, e.g. access hatches and surrounds	Spot clean weekly & wash every 3 years	Damp dust + Detergent
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Steam clean	Clean at least daily	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
Cleaning Equipment <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean after use	Detergent + Disinfectant	Clean after use	Clean after use	Detergent
Clipboard / Folders <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after use	Clean weekly	Detergent
Computer, Keyboard, Mouse <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean at least daily or when visibly soiled, and between users if equipment is shared	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Damp dust + Detergent	Clean weekly	Clean monthly	Refer to manufacturer's recommendations
		Steam clean curtains or blinds			Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Door knob/handles <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Drinking Fountains <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Elevator buttons <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Floor (non-slip vinyl) <b>SANI.SAN / ENVIRO.GIENE</b> 20220	Clean as soon as you become aware	Detergent + Disinfectant	Damp mop daily	Damp mop daily	Detergent
Floor (polished concrete) <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Dust removal & clean daily	Dust removal & clean weekly	Detergent
Fridges <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required	Monthly & defrost as required	Refer to manufacturer's recommendations
			Clean frequently touched surfaces on fridge (i.e. handles) at least daily	Daily spot check—clean when necessary	Detergent
Hand rails, stair rails <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Keys, locks and padlocks <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens) <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent

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Light and Power point Switches <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily	Clean weekly	Damp dust + Detergent
Lights/lighting <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Refer to manufacturer's recommendations Detergent
Microwave <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean frequently touched points on microwave at least daily	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate) <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
Remote controls <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Shelves (and items on shelves) <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Shower <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily or after each use if shared facilities	Clean weekly	Detergent + Disinfectant
Sink (hand washing & kitchen) <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desks <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant
Toilet doors and locks <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent
Vending Machines <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean frequently touched points on machine at least daily	Clean weekly	Refer to manufacturer's recommendations Damp dust + detergent or Isopropyl alcohol-based wipes/sprays
Walls <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Damp dust + Detergent
Windows <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched windows daily	Clean weekly	Detergent
Window frames (sliding seryery window types) <b>ENVIRO.GIENE</b> 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
RETAIL CLEANING	Any item	Method	Frequently touched items	Infrequently touched items	Method
Cash registers <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Isopropyl alcohol-based wipes/sprays	Clean after each shift	Clean weekly	Detergent + Isopropyl alcohol-based wipes/sprays
EFTPOS machines <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners <b>SHINE</b> 20546	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Trolleys & Hand-held baskets <b>SHINE / ENVIRO.GIENE</b> 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after each use	Clean after each use	Detergent

**9A- Cleaning Matrix**  
Reference: Safe Work Australia – “How to clean and disinfect your workplace”.  
[www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19](http://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19)