



Cleaning and Disinfecting Best Practices

Senior management should assess the level of risk within each area of their facility to determine adequate measures.

Based on hazard analysis and assessment of risks, cleaning, and disinfection schedules shall be available, implemented, and documented.

Only qualified and training personnel shall be allowed to undertake cleaning and disinfection.

The effectiveness and safety of the measures taken shall be verified and documented according to sampling by appropriate means. Corrective actions shall be documented.

Cleaning utensils and tools shall be identified and used in a way to avoid contamination.

MSDS safety data sheets are available for identified cleaning agents and chemicals. Cleaning supplies shall be stored to avoid contamination.

A thorough assessment of all areas shall be conducted to identify the potential hazard of cross contamination and to determine appropriate sanitation measures. and investigations should include surfaces subject to contamination and the areas in which it might occur.

Surfaces

- Handles
- Buttons and dials
- Keyboards
- Tools
- Steering wheels
- Keys and key fobs
- Light switches
- Lids (inks, oils, cleaning containers)
- Entry mechanisms
- Tables, desks, chairs
- Handrails
- Printers
- Weigh scales
- Water dispenser
- Electronic devices (phones, monitors, handheld scanners)
- Time clock
- Pens (shared, such as visitors log)
- Clipboards



Areas:

- Employee traffic areas (minimize as much as possible)
- Production lines, including packing areas
- Storage spaces and warehousing
- Shipping/receiving areas
- Cleaning supplies location
- Washrooms
- Locker rooms
- Lunch/break rooms
- First aid room
- Office spaces

Regular review and verification of procedures will determine the effectiveness of the sanitation program.

These best practices do not exhaust the extent of actions to be taken. Risk analysis will determine adequate measures.