

workplace hygiene

best practice guide

As a business owner your number one priority is how will you be able to **provide a clean and hygienic working environment** to assist in combating the Coronavirus.

There are many ways to help ensure a **safe working space** for the people who rely on you and encourage them to be familiar with **high risk areas** such as light switches and door handles that **need particular care and to be cleaned properly**.

definition of high touchpoints

These are surfaces or areas that have **high contact with hands**. These high touchpoints require recurring and persistent cleaning. Disinfection has to be observed at all times to kill and eliminate all harbouring germs and viruses. Some of the high touchpoints are light switches, door handles, faucets, keyboards, mouse, telephones, mobile phones, etc.

We all know that in the cleaning industry a surface may look clean, **but it is the unseen enemy that can harm us**. We need to make sure that germs and bacteria are eliminated during the routine cleaning.

how to address high touchpoint surfaces?

surface type



You need to know **what type of material you are cleaning** to use the proper cleaning chemicals. Use appropriate disinfectant so as not to damage the surface. Always read the label to learn how long you need the disinfectant to sit on an individual surface.

In an office set up, touchpoints are **lift buttons, common area telephones, toilets, stair rails, doorknobs, and chairs in the reception area**. Please know that disinfectants target a specific virus or germs. You will need a broad-spectrum disinfectant to disinfect the surface successfully.

surface shape



Compare the surface of a table and a door knob. The latter is more complicated than the first one. The doorknob has an irregular shape offering multiple points where bacteria can stay and multiply.

Bacteria **double their numbers** every half an hour. Specific types can live up to six to eight months on surfaces like phones, tables, and doorknobs.

Different tools should be used for hard to reach surfaces to **address all germs and bacteria**.

know your cleaning product



Reading labels is a must in the cleaning industry.

Use different chemicals and approach in eradicating bacteria and germs.

It is also imperative for you to **follow the proper dwell time** in utilising the disinfectant.

Dwell time or contact time is the amount of time disinfectants need to remain wet on surfaces to properly disinfect. You need to know the appropriate product to use.

train your office staff



Once you have developed a cleaning technique, you must make sure that all the cleaners who work for you **know the method and best practices**.

You should develop a specific practice that everyone will follow.

This will also ensure that everyone is in line with the idea of **getting rid of as many germs as possible**.

difference between cleaning & sanitising

Cleaning and sanitising are not the same and you need to understand the difference between them.

Cleaning removes dust, dirt, grime, and some germs from surfaces or objects. Cleaning does not kill bacteria but makes it difficult for viruses to survive and multiply, reducing the risk of infection.

Continuous cleaning should be done in all commercial businesses. High touchpoints or areas that are touched frequently by numerous members of staff and should be cleaned on a regular basis, examples of these high risk areas are listed below.

- **Touchpoints**
- **Door handles**
- **Hand railings**
- **Shared desks**
- **Vending machines**
- **Shared keyboards**

Using specific items such as microfibre cloths or disposable wipers will assist in making the cleaning more effective.

A thorough ongoing cleaning program is significant in controlling the spread of infection. However, there are times when cleaning is just not enough. **In most instances, cleaning should be done first, followed by sanitising.**

Sanitising reduces germs on surfaces to a safe level to help decrease the risks of spreading the virus and is done by using a sanitising chemical which is more effective if the surface is clean first.

High-risks areas pose a higher risk of transmitting the virus. They include high touchpoints and other high-risk locations in the workplace.

how to sanitise door handles?

We all know that high touchpoints are a breeding ground for germs and bacteria. Light switches and door handles are not an exception to this.

Many people use disinfecting wipes because it seems convenient. **Disinfecting requires the spot to be wet at a specific timeframe, and it will be difficult for you to achieve this with disinfecting wipes.**

You need to use a disinfectant that will help you sanitise the hard to reach surfaces. **The surface should remain wet during this period to properly disinfect.**

Here are the steps on how to effectively disinfect door handles:

- Clean the door handle and remove dust and filth.
- Apply the disinfectant with a hand pump trigger spray. Spray a liberal amount at least six to eight inches away from the surface
- Spray the disinfectant until the door handle is covered and wet.
- Allow sitting for two minutes
- Air dry or wipe with a clean cloth



how to clean your frequently touched surfaces in your office

Employees stay in their respective workstations for at least eight hours a day. Keeping your workstation clean can help you eliminate germs and viruses.



Based on studies, **keyboards have more germs as compared to office toilets.** Whereas, your keyboard is lucky to have a wipe, maybe at least once a week.

Here are some tips on cleaning your keyboard:

- Unplug your keyboard
- Use a can of compressed air to blow off all the dust and debris seated at the bottom of the keyboard.
- Apply the disinfectant of your choice to a swab and wipe it in between keys
- Using a lint-free cloth, apply the disinfectant to the entire keyboard.



Whether you like it or not, your desk phone is a **home for many germs and viruses.**

To clean it properly, you should:

- Unplug the phone
- Use a lint-free cloth with a cleaning solution and wipe all the surfaces carefully giving careful attention to the mouthpiece.
- After cleaning use disinfecting wipes to wipe all over the phone



Once you are done with almost everything on your desk, **you are now ready to clean your computer.**

Follow these simple steps to get a clean, germ-free computer:

- Remove all the clutter from your desks
- Use disinfecting wipes to clean all computer surfaces that you can touch and reach.

working in a properly cleaned & sanitised work environment is imperative.

Avoid using reusable cloths that are visibly dirty with the best option being disposable cloths or wipes. As an employee, it is also your primary duty to observe proper hygiene to stop the spread of germs and **assist in eradicating the virus from your workplace.**

By following these guidelines it will help your office staff **reduce the risk of germs and viruses** from your workstation. And most importantly make sure your staff **wash their hands on a regular basis** for at least 20 seconds as per government guidelines using soap & water.

if you require any assistance in identifying the correct products to use please do not hesitate to contact our facilities supplies division

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