



## OUTBREAK DISINFECTION PROTOCOL

During this current outbreak the following cleaning and disinfecting protocols will be in effect as of today (April 6, 2020) and will be reviewed at the end of April 2020.

Arcus is requesting that all homes use bleach as their method of disinfection during this time. If you have a supply of Action DSC then you may continue to use that, following the policy for disinfection solution.

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- All surfaces must be cleaned with a detergent or soap and water before disinfection (Bleach is solely a disinfectant).
- A 1:10 solution of regular household (unscented) bleach is appropriate for daily use:
  - 62ml (¼ cup) bleach + 562ml (2 ¾ cups) water
  - 250ml (1 cup) bleach + 2250ml (9 cups) water
- Bleach solutions should be stored in an opaque (non-see through) container and must be made fresh at a minimum of every 24 hours. (Bleach rapidly degrades in the presence of light and when mixed with water). Label your bottle with the date.
- **DO NOT** mix bleach with any other cleaner
- After applying the bleach solution, surface must be wet for 3-5 minutes and allowed to air dry.
  - For surfaces like counters, taps, door handles use a spray bottle
  - For floors use a bucket

# ENHANCED CLEANING GUIDELINES

## This form is to be signed off at the end of every shift

FREQUENTLY TOUCHED SURFACES	CHECK OFF AS COMPLETED
<b>Office:</b>	
• Counters/desk	
• Chairs	
• Light switches	
• Telephones (landline and cell)	
• Keyboard	
• Mouse	
• iPad	
• Client binders	
• House keys	
• Closet keys	
• Door and handles	
• Pens, highlighters, pencils, rulers	
• Hole punch, stapler, tape dispenser, etc.	
• Filing cabinet and handles	
• Printer	
• Garbage can	
<b>Medication Room/Cupboard</b>	
• Door (where hands commonly touch to open/close)	
• Door knob on entry and exit	
• Counter	
• Light switch	
• Sink	
<b>Storage room</b>	
• Door and knob on entry and exit	
• Sink/counter	
<b>Washroom</b>	
• Sink basin and faucet	
• Toilet (lever/flush, horizontal surfaces, seat)	
• Floor	
• Soap dispenser	
• Paper towel dispenser	
• Light switch	
• Door handle on entry and exit	
<b>Living room/dining room</b>	
• Chairs, end tables, coffee tables	
• Door handles	
• Light switches	
• Alarm pads	
• Telephones	

• Toys	
• TV remote	
<b>Client rooms</b>	
• Doors and handles	
• Lift systems	
• Handrails	
• Walkers	
• Standers	
• Bed side tables	
• Bed rails	
• Wheelchair	
• TV remotes	
<b>Laundry Room</b>	
• Washer/Dryer handles and knobs	
• Light switch	
• Sink, faucets and counters	
• Laundry baskets/hampers	
<b>Kitchen</b>	
• Sink, counters and faucets	
• Cupboard and handles	
• Coffee machine/kettle	
• Microwave	
• Stove	
• Fridge	
• Garbage can	
<b>Miscellaneous</b>	
• Shelves and items handled regularly	

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Employee Name

\_\_\_\_\_  
Date