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| COVID-19 MHS EMT  **Standard Operating Procedure** (SOP) |  |
| **Mental Health Service** | |
| **Cleaning of Work Spaces in Ambulatory Care PMBC** | |

**Key Points**

* All work areas should be kept clean and free of superfluous items.
* The work space should be cleaned at regular intervals during your work day.
* Cleaning involves wiping down with a saturated wipe such as Neutral Detergent Wipes, Tuffie Wipes or similar. Please use a rubbing action when you wipe.
* You do not need to use Clinell wipes for daily cleaning of work surfaces in non-clinical areas.

Wipe down the desk surface, computer screen, computer keyboards, computer mouse, telephones and any other surfaces or equipment.

If you have a personal office space, wipe down:

* Prior to starting your work day
* At regular intervals during the day
* At the end of your work day

If you share a space with other staff, wipe down:

* Prior to working in that space
* When you leave that space

If you are using an interview room in Ambulatory Care, wipe down:

* Prior to working in the room
* When you leave the room
* If you are interviewing an outpatient in the room, please wipe down all surfaces including the table, chairs and door handles, before and after the client has used the room.

**Reception Area**

* Seating in reception areas should be easily cleaned using Clinell cleaning wipes.
* Seating in reception areas should be arranged to encourage social distancing – bigger spaces.
* Tables should be cleaned daily with extra cleaning during busy times.

**Posters, Notice Boards and Pamphlets/Brochures**

* Posters and notices must be laminated so that they can be cleaned using Clinell cleaning wipes.
* Limit brochures to one or two of each and replenish as required.