

OLF U	General Services Department
	Title: NEW NORMAL HOUSEKEEPING CLEANING GUIDELINES
	QP Number: QP-GSD-003-20-00
	Effective Date:
	Approved by:

PURPOSE/DESCRIPTION:

As part of our new normal, it's important for the housekeeping team to know the difference between cleaning and disinfecting. The CDC defines cleaning as the removal of germs, dirt and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting involves the use of chemicals to kill pathogens on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

POLICIES AND/OR PROCEDURE/ GUIDELINES:

1. Daily Routine – Cleaning and Disinfection

- a. Wear cloth face coverings or mask (any kind) every day. No mask no entry.
- b. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces and should not be used for other purpose. Wash your hands with soap and water for at least 20 seconds immediately after gloves are removed. Reusable gloves should be washed thoroughly and for drying under the heat of the sun.
- c. If surfaces are dirty, it should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted household bleach solutions, alcohol with at least 70% alcohol and most common household disinfectants should be effective (use *Lysol*, or *Zonrox bleach* or *Sanosil solution*)
- d. Frequently touched surfaces and objects that will need routine disinfections:

- d.1 tables
- d.2 phones
- d.3 doorknobs
- d.4 keyboards
- d.5 light switches
- d.6 toilets
- d.7 countertops
- d.8 faucets and sinks
- d.9 handles
- d.11 elevator buttons & touch screens
- d.12 desks
- d.13 ATM machines
- e. Mopping floors with disinfecting solutions
- f. Cleaning and drying rags and mop heads daily
- g. Dully filled-up Daily Disinfecting Checklists form

2. Weekly Routine – Deep Cleaning

- a. Use of carpet shampoo machine w/ disinfecting solution to sofas, carpets and accordion dividers. (*Sofa should be expose or dried to sunlight once or every twice a month*).
- b. Weekly vacuuming the Hotel rooms (carpets and curtains)
- c. Laundry the display/exposed towels in hotel rooms

3. WASTE MANAGEMENT

Proper waste disposal is an important part of the effective waste management.

- a. Properly labelled trash bins are available on designated areas outside the offices and classrooms.
- b. Use of color coded bags are also vital for waste handling segregation:
 - YELLOW = hazardous/infectious materials
 - GREEN = biodegradable
 - BLACK = non-biodegradable
- c. MRF- Materials Recovery Facility waste chambers:
 - Infectious (yellow)
 - Wet Non-infectious (green)
 - Dry Non-infectious (black)

- d. Garbage Collection/Hauling: Infectious- FUMC schedule (volume driven) Non-Infectious 2x a week schedule c/o LGU

4. Maintain safe working environment

- a. Practice social distancing at any given time (in and out campus)
- b. Good hygiene-regular washing of hands with soap and water or use of alcohol or sanitizer.
- c. Regular wearing of face masks always (inside/outside campus)
- d. Follow the safety protocol before reporting for work:
 - HAF submission/RTW clearance
 - Thermal Scanning
 - Foot bath
 - Alcohol application
 - Not to report to work if sick

Responsibility/Authority:

Housekeeping Supervisor

Engineering Head

General Services Head

Related/Support Documentation:

Housekeeping Disinfection Checklist

