

# Disinfection of Touch Points

## 1. Purpose

This procedure provides an overview of steps to be taken to disinfect common touch points throughout the office and non-production areas.

## 2. Scope

This Standard Operating Procedure (SOP) is applicable to all manufacturing plants and offices for **Company XXXXX**.

## 3. Definitions

**Touch Point:** A surface where bare hands come in contact from multiple people, multiple times.

**Disinfectant:** A solution used to destroy or irreversibly inactivate all specified organisms on a surface within a set timeframe. Use a disinfectant with a drug identification number (DIN). This number means that it has been approved for use in Canada.

**Bleach Solution:** If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Test surfaces before using a bleach solution. Bleach can be corrosive.

**Cleaning:** Wiping or scrubbing surfaces with soap and water will remove viruses, other germs, dirt, and impurities. Cleaning lowers the risk of spread by washing the virus off the hands or touch point.

**Wiping and leaving a film:** The action of wiping using a saturated cloth (with the disinfectant) such that when the surface is wiped, the surface still appears wet, without requirement for further wiping.

## 4. Requirements

To execute the SOP, the following items are required:

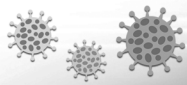
1. The appropriate type of gloves for the disinfectant are to be worn by the person applying the disinfectant.
2. Dedicated clean and dry microfiber cloth (should be changed daily).
3. Spray bottle of **disinfectant OR bleach solution**.
4. Checklist of surfaces to be treated routinely throughout the day (site specific "touch points").

## 5. Responsibilities

- 5.1. Appropriate plant or office personnel are responsible to provide the SOP, and any associated training material or templates, and ensure the supervisor, who is in charge of janitorial staff that will be executing the task, are fully briefed.
- 5.2. The supervisor is responsible for reviewing the SOP, providing training, reviewing any tools/templates and ensuring the janitorial staff successfully deploy the SOP as written.
- 5.3. Appropriate plant or office personnel, alongside the supervisor, are responsible for identifying the common touch points to be treated and to itemize them on an appropriate checklist template.

## 6. Training Requirements

- 6.1. The supervisor overseeing the janitorial staff is responsible for having each person sign off on the SOP to acknowledge that they are trained and competent to perform the tasks outlined. This training includes the review of the selected disinfectant's safety data sheet (SDS).



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## 7. Procedure

### 7.1. Disinfection of Common Touch Point Surfaces

**7.1.1.** Appropriate plant and/or janitorial supervisor are to identify touch points in work and common areas throughout the plant or office. These spaces would include, but not limited to, areas such as: offices, cafeterias, changerooms, washrooms, and laundry rooms. Plants should be considering all possible touch points from the moment a person enters the facility.

**7.1.2.** Touch points can include, but not limited to, items such as:

- Door handles
- Sink faucet handles
- Paper towel dispensers
- Counter tops
- Wheelchair access buttons
- Turnstiles
- Microwave and refrigerator handles
- Elevator buttons
- Vending machines
- Printers/Photocopiers
- Coffee makers

**7.1.3.** Each plant or office is to establish a frequency of disinfection for the items identified in section 7.1.2. All identified touch point surfaces must be treated at minimum between shifts, and more often as appropriate. Cleaning or disinfecting may occur every **2-3 hours** depending on the number of individuals who pass through the area, need for contact with objects, etc.

**7.1.4.** Use a checklist to record compliance and to create a daily record of disinfection.

### 7.2. Conducting Disinfection of Common Areas

#### Using selected disinfectant(s):

**7.2.1.** Follow the manufacturer's instructions for the product you are using.

**7.2.2.** Wear appropriate personal protective equipment (PPE) (i.e. latex or nitrile gloves, as directed by the manufacturer of the disinfectant).

**7.2.3.** Make sure the surface to be disinfected is visibly clean. Clean visibly soiled surfaces with soap and water before disinfecting.

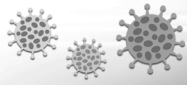
**7.2.4.** Apply the selected disinfectant for the first time on a clean and dry microfiber cloth. Ensure the cloth is saturated with the disinfectant before treating the touch points identified in 7.1. Reapply the disinfectant to the cloth as needed.

**7.2.5.** Apply the selected disinfectant on the surface to leave a visible film.

**7.2.6.** Allow the surface to air dry. Follow the manufacturer's instructions regarding drying time.

**7.2.7.** Reapply the selected disinfectant to keep the cloth damp when cleaning surfaces.

**7.2.8.** Cloths must be changed daily or when cloths become visibly soiled.



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## Using bleach solution:

- 7.2.9.** Even a mild bleach solution can be corrosive to certain surfaces. If using a bleach solution, first do a review of the surfaces being treated to determine if bleach will have any adverse effects on the surface. If unsure, test the solution on a variety of surfaces before fully implementing. Continue to monitor as surfaces are treated.
- 7.2.10.** Follow steps 7.2.1-7.2.3 in the previous section, use the bleach solution instead of the disinfectant to dampen the cloth.
- 7.2.11.** Apply the disinfectant on the surface.
- 7.2.12.** Allow the surface to air dry.
- 7.2.13.** Wipe the surface down with a dry cloth to remove the remaining bleach residue on the surface.
- 7.2.14.** Reapply the bleach solution to keep the cloth damp when cleaning surfaces.
- 7.2.15.** Cloths must be changed daily or when the cloths become visibly soiled.

**This standard operating procedure template was made possible through collaboration with Maple Leaf Foods.**