

Annex A: Cleaning Protocol & Log

Cleaning & disinfection must be done on an **hourly** bases (at minimum) by an **SSC member** on the following areas:

Main Hall, General, Entrance Way & Screening Area

- Doorknobs/frames/handles/other frequently touched areas on a door
- Desks/tables/chairs/counter tops
- Hand railings
- Light switches

Kitchen

- Food preparation areas and equipment
- Counter tops
- Fridge handles
- Microwaves
- Coffee pots/kettles
- Tables/chairs

Washrooms

- Stall door edges and locks
- Coat hooks
- Sanitary napkin dispensers
- Paper towel dispensers
- Soap dispensers
- Taps/faucets
- Flush handles
- Toilet seats

Staff and Cadets must clean and disinfect the following items after each use or hourly (whichever is less):

General

- Shared equipment
 - such as: sports equipment, musical instruments, training supplies
- Telephones/faxes/photocopiers/computers/keyboards

Offices

- Chairs
- Desktops
- High touch points
- Technology items
- Door Handles
- Light Switch

Classroom & Training Environment

- Chair
- Desktop
- Training supplies
- Technology items
- Door handle(s)
- Light switches

As practicable, all training supplies shall be single use by members (i.e. paper, writing supplies).

Important points to remember:

- Use single use cloth or disposable paper towels to clean sinks and toilets/urinals
- Ensure an adequate supply of hand sanitizer, paper towel and soap

- Do not top up partially empty dispensers; once empty, containers should be cleaned, disinfected, dried, and then refilled
- Soap/detergent must be rinsed off prior to disinfection
- Follow instructions of cleaning products. It might be tempting to mix cleaning products to make sure your facility is germ-free -- but do not. Mixing some cleaners and disinfectants (like chlorine bleach and ammonia) can be harmful, even deadly. Others can irritate your eyes, nose, or throat and cause breathing problems.

The following cleaning logs must be posted in each room of the LHQ and replaced at the start of each Training Night by the Duty Officer:

- [Washroom – Mens](#)
- [Washroom – Womens](#)
- [Kitchen](#)
- Classroom & Training Environment – [Sirius](#)
- Classroom & Training Environment - [Vega](#)
- Classroom & Training Environment – [Main Hall & General](#)
- Classroom & Training Environment - [Alpha](#)
- Classroom & Training Environment - [Rigel](#)
- [Entrance & Screening Area](#)
- [Offices – CO/Supply](#)

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | | |
|------------------------|-----------|---------------------------|---------------------|---------------|---------------|-----------------|------------|--------------|
| Washroom - Mens | | | | | | | | |
| Date: | | | | | | | | |
| Time | Full name | Tick once complete | | | | | | |
| | | Stall door / door handles | Paper/TP dispensers | Taps/ faucets | Flush handles | Soap dispensers | Coat hooks | Light Switch |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | | |
|------------------------|-----------|---------------------------|---------------------|---------------|---------------|-----------------|------------|--------------|
| Washroom - Womens | | | | | | | | |
| Date: | | | | | | | | |
| Time | Full name | Tick once complete | | | | | | |
| | | Stall door / door handles | Paper/TP dispensers | Taps/ faucets | Flush handles | Soap dispensers | Coat hooks | Light Switch |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | | | |
|------------------------|-----------|--------------------|--------------|-----------------------|-----------|--------------------|----------|----------------|--------------|
| Kitchen | | | | | | | | | |
| Date: | | | | | | | | | |
| Time | Full name | Tick once complete | | | | | | | |
| | | Food areas | Counter tops | Fridge / Oven handles | Microwave | Coffee pot/ kettle | Utensils | Tables/ Chairs | Light Switch |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|----------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| SIRIUS – 12 persons MAX | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | Training Supplies | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|----------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| VEGA – 8 persons MAX | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | Training Supplies | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|----------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| MAIN HALL – 34 persons MAX | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | Training Supplies | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|----------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| ALPHA – 10 persons MAX | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | Training Supplies | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|----------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| RIGEL – 8 persons MAX | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | Training Supplies | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|--------------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| Entrance Way – No Standing/Loitering | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | High touch points | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

| 243 RCACS Cleaning Log | | | | | | | |
|----------------------------------|-----------|--------------------|----------|-------------------|------------------|--------------|--------------|
| Classroom & Training Environment | | | | | | | |
| Offices – CO/Supply | | | | | | | |
| Date: | | | | | | | |
| Time | Full name | Tick once complete | | | | | |
| | | Chairs | Desktops | High touch points | Technology items | Door Handles | Light Switch |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

Annex B: Floor Diagram of East Kelowna Hall

