

HOW TO CREATE YOUR SITE SPECIFIC CLEANING PROCEDURE



Instructions were given during the CertifiedSAFE education for your staff to write down what areas and objects fit into the categories. They were then instructed to email this list to employers and supervisors. Start your list by reviewing these received emails and filling out the categories in the template below. Once you have compiled the list, perform a walk through of your establishment.

It is recommended to start at your front door, take two steps, look around and assess what areas your staff and customers maybe/will be touching with their hands. Mark down all items. Take two more steps, look around, reassess, write down. Repeat this process though the entire 'customer accessible' area of your establishment.

With a new, blank template, repeat the same process for your 'staff only' areas.

Once you have established all of the necessary surfaces and objects into your template, print out the Certified SAFE template titled, "Enhanced Cleaning and Disinfection List". Start by going through each of your Very High Risk items and inputting them into the Enhanced Cleaning and Disinfection List template. To determine which cleaning item is meant to

CLEANING AND DISINFECTION PARAMETER RECOMMENDATIONS	
Very High Risk	should be washed/cleaned between every use or disposed of as per item use. Items such as food service tables should be cleaned and disinfected between every use.
High Risk	should be cleaned every hour and disinfected between each use or change over of user in cases of shared spaces.
Moderate Risk	should be cleaned every hour and disinfected every 30min
Low Risk	should be cleaned twice daily, disinfected as required.

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CLEANING AND DISINFECTION PARAMETER ASSESMENT	
Very High Risk	
High Risk	
Moderate Risk	
Low Risk	

Very high risk: Ex: single use cup stacks, drink containers/glassware, cutlery, napkins, break room items, bar limes/lemons, straws, self serve condiment/coffee/tea stations, fast food eating surfaces (tables, trays), dessert menus, wine/beverage menus, etc.

High risk: Ex: door handles, washroom doors, sink faucets, bathroom door (if able to push open with no lock), small corridors/walkways, confined staff change rooms, pin pads, ATM's, self-check out areas, self serve food ordering, customer pens/pencils, 'take a number' dispensers, shared computer terminal keyboards/mouse, barista machines, break room coffee machines, food menus etc.

Moderate risk: ex: glass of the front door, low touch areas of machines (top, back), shared computer monitors/screens, single staff occupancy check out area, etc

Low risk: ex: floor, windows,