

# Office Health and Safety Checklist



**Name:** Office Health and Safety Checklist  
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**Template:** Office Health and Safety Checklist  
**Version:** 1  
**Center:**  
**Room:**

## QUESTIONS

## ANSWERS

### INFORMATION

During a pandemic, you will need to implement additional measures to minimise the transmission of the virus, particularly high use surfaces (e.g. sinks, door/cupboard handles, railings, toys, tables and bench tops etc.).

Transmission from contaminated hard surfaces is unlikely but influenza viruses may live up to two days on such surfaces.

Influenza viruses are deactivated by alcohol and chlorine. Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily.

While we have taken all care in preparing this checklist, we do not represent that it meets all the health and safety requirements or guidelines in any jurisdiction. You are urged to take your own professional advice to ensure that you comply with the obligations that apply to you.

### PERSONAL HYGIENE

**Q1.** Situations or times that staff should perform hand hygiene are posted in all food preparation, hand hygiene, diapering and toileting areas?

#### HAND WASHING PROCEDURES STAFF

1. Moisten hands with water and apply soap
2. Rub Hands together into a soapy lather for 20 seconds
3. All hand surfaces are washed including fronts and backs and between fingers from wrists to fingertips.
4. Hands are rinsed with running water and dried with a paper or single use cloth towel.

**Q2.** Staff Hand washing Procedures compliant?

## SAFETY

**Q1.** Please clean and sanitize all Food Surfaces including - dishes, utensils, dining tables, high chair trays, cutting boards.. A dishwasher is used or a registered sanitizer is used according to label instructions for sanitizing.

**Q2.** Please clean and sanitize all objects intended for the mouth - including pacifiers and teething toys.  
A dishwasher is used or a registered sanitizer is used according to label instructions for sanitizing.

## CLEANING/SANITIZING

**Q1.** Do you have separate colour coded cloths, mops, buckets used for different areas

**Q2.** Are you regularly changing gloves and cloths while cleaning different spaces?

**Q3.** Does floor cleaner being used includes disinfectant? ( ensure floors are cleaning twice a day)

**Q4.** Are microfibre cloths being used to clean surfaces and floors ?

**Q5.** There is fresh air provided by windows or ventilation system? - if required open doors/ windows to increase air circulation.

### High touch areas:

Surfaces and areas require more frequent cleaning and sanitizing

Reception desks / Gates / Handrails (4 x daily)

- Reception desks/gates/handrails to be wiped down with a general cleaner followed by Activate Sanitiser. Do not spray the activate sanitiser directly onto surfaces. Spray onto a cloth and wipe surface down.

Door Handles including all Entrance & Exit Doors (4 x daily)

- Spray all door knobs (inside & outside) and cupboard handles with Activate Sanitiser and wipe down with a clean cloth.

Tap Handles (4 x daily)

- Spray tap handles with Activate Sanitiser and wipe down with a clean cloth.

Alarm Panels / Key Pad Panels (4 x daily)

- Do not spray directly onto keypad.

- Spray Activate Sanitiser onto a clean cloth and wipe keypad down.

Table and bench tops / High Chairs (Before and after every meal)

- Clean table, bench tops and high chairs with general cleaner and clean cloth

- Spray Activate Sanitiser on clean cloth and wipe table and bench tops before and after every meal.

**Q6.** Reception desks / Gates / Handrails require cleaning 4 x daily

**Q7.** Do not share cups, dishes and cutlery

**Q8.** Door Handles including all Entrance & Exit Doors require cleaning 4 x daily

**Q9.** Tap Handles require cleaning 4 x daily

**Q10.** Alarm Panels / Key Pad Panels require cleaning 4 x daily

**Q11.** Table and bench tops require cleaning Before and after every meal

## **SOCIAL DISTANCING**

**Q1.** Do I have a clear understanding of all upcoming events, gatherings for your community. Give special consideration to events that might put staff or their families in close proximity. Consider whether any of these events should be cancelled.

## **COMMUNICATION**

**Q1.** Create and test communication plans for the community - include strategies for sharing information with staff and their families

## **SIGN OFF**

**Q1.** Additional Comments

**Q2.** Signature of person completing