

Cleaning Protocol for Laboratories

Custodial Services at University of Windsor has implemented a cleaning plan on campus.

You can support these cleaning efforts by keeping your laboratory and work area clean and free of clutter.

Lab users should follow these steps to ensure a safe work environment.

1. Enter the laboratory using designated entrances and predetermined flow patterns.



2. Properly wash and dry hands for 20 seconds with soap and. Dry using paper towels and dispose of properly.



If a hand washing station or sink is unavailable, use hand sanitizer.

3. Put on gloves to begin cleaning process.

4. Read and follow the directions and precautions on the disinfectant's label. Use eye protection when recommended on the label.

- Use an alternative disinfectant if it is not compatible with any reagents or work surfaces that you will be working with.

5. Spray all work surfaces with disinfectant. Let disinfectant sit for the recommended amount of time, then wipe with paper towel.

BE SURE TO CLEAN:

- The handles of fridges and freezers.
- Shared tools such as pens, markers, pipettors, scissors, etc.
- High touch surfaces such as door handles.

6. For sensitive lab equipment, follow the manufacturer's instructions for cleaning and disinfecting. If instructions are not available, use 70% alcohol sprays or wipes.

- Do not forget about the buttons, dials, and handles on equipment you will be using.

7. For electronics such as keyboards, a



computer mouse, and telephones, use alcohol-based wipes with at least 60% alcohol. **DO NOT** spray disinfectant directly onto electronics.

- Include high touch surfaces such as light switches.
- Clean your computer screen if a safe cleaning agent is recommended by the user manual. However, if none is recommended or no user manual is available, do not touch the computer screen to prevent contamination.

8. Dispose used gloves and cleaning materials in the trash.

9. Wash your hands and put on new gloves to begin lab work. Avoid touching your face while working.

10. After completing lab work, repeat the cleaning process.

11. Dispose of used gloves and cleaning materials.

12. Properly wash and dry hands and leave the lab using designated exit and predetermined flow patterns.

Cleaning Protocol Notes & Checklist



NOTES:

- Do not enter a lab or workspace if you are feeling unwell.
 - Cleaning and disinfection should be conducted daily as well as between each user.
 - Labs with access to 70% ethanol spray can use that instead of the supplied disinfecting sprays.
 - Avoid bringing your cellphone into the lab to prevent contamination.
 - Additional information can be found on <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
 - Consider establishing a cleaning and disinfection routine and using a checklist to be used by all lab members, adjusting the items and the frequency as appropriate.
- o A template for a checklist is attached on the next page. Customize it to fit your workspace.

CHECKLIST TEMPLATE (LAB) – START OF SHIFT

- Clean hands
- Put on gloves
- Spray with disinfectant and let sit:
 - Fridge door handle
 - Freezer door handle
 - Lab bench top or work surface
 - Tools you will use (pipettors, tip boxes, pens, markers)

- While waiting, use alcohol-based wipes on:
 - Light switches
 - Buttons and dials on sensitive equipment
- Wipe off disinfectant with clean paper towels
- Discard cleaning materials and gloves
- Clean hands

CHECKLIST TEMPLATE (OFFICE) - START OF SHIFT

- Clean hands
- Put on gloves
- Spray with disinfectant and let sit:
 - Desk
- While waiting, use alcohol-based wipes on:
 - Computer power button (while computer is turned off)
 - Keyboard
 - Computer mouse
 - Light switches
- Wipe off disinfectant with clean paper towels
- Discard cleaning materials and gloves
- Clean hands

