

**VPL CLEANING PROTOCOL DURING PANDEMIC EVENT**

**Standard Operating Procedure #2**

During a pandemic event, there is a need to provide an enhanced level of service for VPL branches. VPL will require VPL staff, the contract cleaning company and/or COV cleaning staff to provide for stronger cleaning and sanitizing procedures. By performing the following activities aggressively, VPL will ensure that the cleaning and sanitizing efforts undertaken is an important service in the mitigation of the impact of a pandemic event. The activities include cleaning and disinfecting the following:

**DAYTIME CLEANING BY VPL STAFF**

To be completed within a maximum 4-hour cycle by assigned staff and/or the hiring of contract staff.

**Washrooms**

* Door handles/knobs, push/crash bars, push plates, grab bars and handrails
* Automatic door opening buttons
* Hand dryers plus walls under hand dryers
* Sink & faucets, counters and soap dispensers
* Urinals, toilet seats, toilet paper dispensers, flush handles and flushometers

**Lobbies and Common Areas**

* Door handles/knobs, push/crash bars, push plates, grab bars and handrails
* Automatic door opening buttons
* All hard counters including service desks, tables and seating areas
* Self-checkout units, MFPs, autoloaders, laptop/iPad kiosks, internal book return slots and/or minisorter units
* Elevator call buttons and surfaces inside/out
* Water fountain button and spout and vending machine buttons
* Hand disinfectant dispensers

**Staffing Areas**

* All hard surfaces for furniture and fixture items in staff kitchen/kitchenette areas including small appliances after use
* Staff desks (no disturbing of contents), tables and furnishings
* Telephones and all other equipment including photocopies/printer control panels
* Door handles/knobs, push/crash bars, push plates grab bars and handrails
* Book carts
* Staff wishing to ensure that their workspace is cleaned first need to minimize clutter. Should a deep cleaning or disinfecting be desired beyond what is provided by the contract cleaner overnight will be completed by the affected staff using supplies provided by the employer.

**NIGHTTIME CLEANING BY EXTERNAL CLEANERS**

The nighttime cleaning done by the contract cleaner will complete daytime items identified, in addition to those outlined below:

**Washrooms**

* Mop all floors using a three-step system
* Cleaning and disinfecting toilet cubicle doors/panels (periodic)
* Machine deep cleaning all floors - tile (periodic)
* Garbage, PPE waste disposal units
* All hard surfaces

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**Lobbies and Common Areas**

* Mop all tile floors using a three-step process
* Vacuum all carpets
* Machine deep cleaning all floors – tile/carpet (periodic)
* Upholstered chairs/sofas to be vacuumed, chair legs and vinyl to be cleaned and disinfected (periodic)
* All hard surfaces
* Garbage, recycling, PPE waste disposal units

**Staffing Areas**

* Mop all tile floors using a three-step process
* Vacuum all carpets
* Machine deep cleaning all floors – tile/carpet (periodic)
* Upholstered chairs/sofas to be vacuumed, chair legs and vinyl to be cleaned and disinfected (periodic)
* All hard surfaces
* Garbage, recycling, PPE waste disposal units

The level of service outlined in this document is to be maintained as part of the daily daytime and nighttime cleaning tasks until such time as the pandemic event has substantially subsided.

**CLEANING DURING CURBSIDE SERVICE**

As curbside service only calls for a limited number of staff to be inside any of our branches during daytime hours, daytime cleaning is limited to staff cleaning their work area and/or workspace using disinfectant spray and paper towel. Nighttime cleaning will be as per the above identified activities.

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