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| STRUBENS VALLEY THERAPY CENTRE | | |
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| Occupational therapy | Psychology | Speech therapy |

| Strubens Valley Therapy Centre (SVTC) | |
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| Policy, procedure and guideline: | Title: SVTC cleaning and hygiene procedure |
| Effective date: | 11 May 2020 |
| Revision date: | |

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| Procedure and guidelines |
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COVID-19 Workplace Hygiene Procedure

The following processes will be followed to ensure a high standard of hygiene is maintained at the workplace.

Preparation of workplace:

The following steps will be taken to prepare our premise for employees to be able to return to a clean and disinfected workplace.

1. Hand sanitizers will be made available at each workstation, entrance and exit to the building.
 - a. Wherever hand washing facilities are not available, we will have hand sanitizers containing a minimum of 70% alcohol.
2. All hand washing facilities will be disinfected, antibacterial soap and disposable hand towels will be made available.
3. Equipment, hand tools, kitchen appliances, office furniture, printers, keyboards, etc. will be disinfected.
4. Common areas such as eating areas and bathrooms will be disinfected.
5. Floors will be disinfected.
6. Tissues will be made available at each workstation.
7. All areas where high traffic flows, such as doorknobs, light switches, doorbells, etc. will be disinfected
8. Waste bins will be lined with plastic bags, where hand towels, tissues, used PPE, etc. will be discarded, to prevent anyone from coming into contact with it when emptying the waste bins.

Basic Infection Measures taken

1. Frequent handwashing will be promoted at our premise.
 - a. Wherever hand washing facilities are not available, we will have hand sanitizers containing a minimum of 70% alcohol.
2. Equipment, hand tools, kitchen appliances, office furniture, printers, keyboards, etc. will be disinfected on a regular basis.
3. Common areas such as eating areas and bathrooms will be disinfected on a regular basis.
4. Floors will be disinfected.

5. Workers will be provided with tissues.
6. Waste bins will be lined with plastic bags, where hand towels, tissues, used PPE, etc. will be discarded, to prevent anyone from coming into contact with it when emptying the waste bins.

Routine cleaning (decontamination)

1. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and door handles. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
2. No additional disinfection beyond routine cleaning is recommended at this time.
3. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by workers.

Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include dry cough, sore throat, fever, tiredness or shortness of breath. Once symptomatic, all surfaces that any person has come into contact with will be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

If a person becomes ill in a shared space, these will be cleaned using disposable cloths and the usual detergents, according to current recommended workplace legislation and practice. Precautionary measures will be taken to protect cleaners.

All waste that has been in contact with the individual, including used tissues, and masks if used, will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied. It will be put in a safe place and marked for storage until the result is available.

If the individual tests negative, this will be put in the normal waste bins. Should the individual test positive, we will be instructed what to do with the waste by public health authorities.