

COVID19 CLEAN Practicing Business

The COVID19 Clean Practicing Business module is designed to provide customised daily, weekly, monthly and annual cleaning checklists to support businesses in their efforts to stop the spread of COVID-19 and to provide an assurance to visitors that these steps are being taken.



Within the COVID Clean module, a series of preliminary questions are asked to determine that appropriate processes are in place to support the businesses efforts to practice specific COVID19 cleaning procedures.

Following the preliminary questions, a business will then nominate, from a predetermined list, the areas that are within their business e.g. office space, accommodation room, vehicles, shared equipment. They are then asked to nominate if a specific item within each area is frequently or infrequently touched or if not applicable. Noting that most SMEs will only have 2-3 areas e.g. a visitor information centre may have a Retail/Visitor space and public bathroom.

This information is then populated into an individualised COVID19 cleaning procedures document which will outline the daily, weekly and monthly/annual cleaning that must take place.

Preliminary Questions

The preliminary questions determine the following:

Staff Management

The business commits that the following have been undertaken:

- Staff training on
 - COVID Cleaning practices checklists, which are in addition to current cleaning procedures
 - Correct use and storage of cleaning chemicals
 - How to wash their hands
 - How to correctly use alcohol-based hand sanitiser
- Staff are advised
 - Not to come to work when unwell
 - When to wash hands
 - How to follow good hygiene to limit the spread of COVID9
- Signage is displayed in key areas on safe hygiene practices
- There are adequate and accessible hand-washing and sanitising stations
- Staff are encouraged to download the COVID19 Safe app
- Where relevant, the business agrees that they have undertaken appropriate training as determined by WA Public Health Office

Materials

The business agrees that the appropriate materials are available to ensure safe cleaning.

Business and Customer Operations

The business commits that the following processes are in place

- They are compliant with state/territory health regulations and COVID19 social distancing recommendations
 - With a link to the relevant websites
- That customers are encouraged to use the COVID19 Safe app
- That customers are advised of their health and hygiene expectations upon entering or engage with the business
- That their cancellation policies are clear on what refunds/credit notes are available due to the application of a COVID19 restriction on travel/trade

Cleaning Checklist

The following areas are available for the business to choose from. They can click on all that apply. See COVID19 Cleaning Procedures Sample for an example of the individualised checklist provided.

- General/Common area
- Public bathroom/toilet facilities
- Accommodation
- Reception/Front desk/concierge/office
- Retail/Visitor Information Centre
- Kitchen
- Food and Beverage
- Vehicles/Vessels/Aircraft
- GYM
- Attractions
- Conference and meeting rooms
- Event spaces
- Shared Equipment
- Cellar Door