

Policies & protocols for cleaning & disinfection for Housekeeping & Clinical Departments. & Audit Checklists

Aravind Eye Care System

Updated as on 16th May 2020

11/05/2020

Cleaning vs. Disinfection

- Cleaning **only removes germs and soils from the surface and does not kill them**. Germs that were not removed will continue reproducing and spreading.

VS

- Disinfection is the process, which involves the **elimination of most pathogenic micro-organisms** (excluding bacterial spores) on inanimate objects.
- Chemicals used in disinfection are called **disinfectants**.

Cleaning

- **Cleaning** is the process of removing unwanted substances, such as dirt, infectious agents, and other impurities, from an object or environment.
- Cleaning occurs in many different contexts and uses many different methods.
- **Cleaning should be done 10 minutes after the disinfection**

Disinfection

- **Disinfecting can be done in one or two-step process:**
 - **In the one-step disinfecting process:**

cleaning and disinfecting are performed at the same time with a product labeled as cleaner/disinfectant or disinfectant/cleaner.
 - **In the two-step disinfectant process:**

the surface is cleaned and disinfected using two different products.

- The following slides have :
 - The policies given by the All India Ophthalmology society for reference
 - the protocols that have to be followed by every department across the Aravind Eye Hospital (housekeeping & clinical departments)
 - Audit checklist
- **Source:** *Ophthalmic practice guidelines in the current context of COVID 19, All India ophthalmological society, 11th May 2020*

Hospital area classification

- **High-risk areas:** (where the patients are directly involved)
 - OT, Registration, OPD, Counselling room, Consultation room, Patient waiting areas, Lifts, Washrooms
- **Moderate risk areas:**
 - Meeting halls, Lounges, Cabins
- **Low-risk areas:** NONE

Disinfecting Agents Preparations and Using methods

Disinfecting Agents

The following is the complete list of all types of disinfectant that are to be used in Aravind Eye Hospital.

- Sodium hypochlorite
- Lysol
- Hand rub – (Auro rub)
- Isopropyl alcohol
- Envodil
- Dettol
- Amway™ (*Home L.O.C. Concentrated Multi-purpose Cleaner*)

Disinfection Solution: preparation of recommendation concentration and usage

1. Sodium hypochlorite

Commercially available concentration	Recommended usage concentration	Volume of Sodium hypochlorite	Volume of water	Final Volume
5%	1%	200 ml	800 ml	1 litre
10%	1%	100 ml	900 ml	1 litre

Recommended usage of concentration – 1% & 0.5%

Area to be used - all toilets , outside the building areas (well-ventilated),

Disinfection Solution: preparation of recommendation concentration and usage

- **2. Lysol**

- **Composition:** Ethanol/SD Alcohol, 40 1–3%, isopropyl alcohol, 1–2%, p-Chloro-o-benzylphenol, 5–6%, o-Phenylphenol, 0.1%, and potassium hydroxide, 3–4%
- **Recommended usage of concentration** – 1%
- **Area to be used:**
Common chairs, tables and stools, wheel chairs, stretcher, phone, air conditioners, projector remote, light and fan switches, windows and door handles, clinic wash basin, hand railing, enquiry table

3. Hand rub – (Aurorub)

- **Composition:** Chlorhexidine gluconate 0.5% w/v & 2-Propanol 70% 70% v/v.
- **Recommended usage of concentration** – No dilution, apply directly
- **Area to be used** – For sanitizing hands

7. Isopropyl alcohol

- 70% Isopropyl Alcohol is recommended by several equipment manufacturers
- to disinfect the outer surface of the instrument and equipment.



70% Isopropyl alcohol vs Handrub

70% Isopropyl alcohol	Handrub
It is a composition of 70% Isopropyl alcohol and 30% distilled water	It is a composition of 70% Isopropyl alcohol, 0.5 % of Chlorhexidine Gluconate solution and the remaining with distilled water
After cleaning the surface, it wont leave any coating on it.	After cleaning the surface it leaves a thin coating on the surface of the instrument.



Make a note while cleaning the instrument

- *Use only 70% Isopropyl Alcohol to clean the outer surface of the instrument.*
- Do not use hand rub or any other solutions like Lysol etc.
- Disinfect only the outer surface & not any of the optical components of the instrument unless it is recommended
- **Do not use any solution on the monitors.**

4. Envodil

- **Composition:** Hydrogen Peroxide - 11% w/v, Silver Nitrate – 0.01% w/v
- **Recommended usage of concentration:**
 - Surface disinfection: 10% solution
 - Fogging: 20% solution
- **Area to be used** – weekend (Saturday) cleaning of out-patient and in-patient block areas.

5. Amway™ Home L.O.C. Concentrated Multi-purpose Cleaner

- **Composition:** Derived from plants and minerals including coconut oil and salts
- **Recommended usage of concentration**
 - Use 1/1/2 capful (30 ml) in 5 litre of water
- **Area to be used,**
 - **Hard surfaces:** Floors wood work, walls, appliances, worktops
- All Toilet and bathrooms

6. Dettol

- **Composition:** Chloroxyleneol B.P. 4.8%w/v, isopropyl alcohol, pine oil, castor oil soap, caramel and water
- **Recommended usage of concentration:** Use by direct apply
- **Area to be used,**
 - Hand washing - all toilet area

Role of Housekeeping and Supplies

Role of Housekeeping



Cleanliness



Maintenance



Laundry & Linen management



Waste management



Pest Control



Ambience



Safety & Security



Arrangement

Cleaning Protocol for Housekeeping in Base Hospital

Registration Area

Items/areas to be cleaned	Cleaning supplies	Frequency	Responsible Person
Common waiting area floor	sodium hypochlorite (diluted bleach 1:9)	3 times in a day	HK In-charge
Hand Railings	Lysol (1:9 Dilution)	Once in 2 hours	HK In-charge
Chairs & tools	Lysol (1:9 Dilution)	3 times in a day	HK In-charge
Wheel Chair	Lysol (1:9 Dilution)	before and after every patient	MRD Staff
Stretcher	Lysol (1:9 Dilution)	before and after every patient	MRD Staff
Enquiry Table	Lysol (1:9 Dilution)	3 times in a day	MRD Staff
Availability Dust bin with appropriate waste bags	supply and availability has to be verified		HK In-charge
IT -Accessories - Phone, System, Keyboard, Printer, Xerox	Lysol (1:9 Dilution)	2 times in aday	MRD Staff

Conference Hall

Items/areas to be cleaned	Cleaning supplies	Frequency	Responsible Person
Table and Chairs	Lysol (1:9 Dilution)	2 times in aday	HK In-charge
Phone, AC & projector Remote	Lysol (1:9 Dilution)	2 times in aday	HK In-charge
Windows and Door handles	Lysol (1:9 Dilution)	2 times in aday	HK In-charge
AC Filter Cleaning	Water & Lysol (1:9)	Once in 15 days	Maintenance
AC, light and fan switches	Lysol (1:9 Dilution)	2 times in aday	HK In-charge
IT Accessories	70% Isoprohyl Alcohol	2 times in aday	IT Person
Aurorub	supply and availability has to be verified		HK In-charge
Tissue Paper	supply and availability has to be verified		HK In-charge

Senior Leaders Cabin

Items/areas to be cleaned	Cleaning supplies	Frequency
Table and Chairs	1: 9 Lysol	2 times (Morning & Evening)
Phone, AC & projector Remote	1: 9 Lysol	2 times (Morning & Evening)
Windows and Door handles	1: 9 Lysol	2 times (Morning & Evening)
AC Filter Cleaning	Water & Lysol	15 days once
AC, light and fan switches	1: 9 Lysol	2 times (Morning & Evening)
IT Accessories	1: 9 Lysol	2 times (Morning & Evening)
Hand Towel	3 days once	
Aurorub	supply and availability has to be verified	
Tissue Paper	supply and availability has to be verified	

Toilets

Items/areas to be cleaned	Cleaning supplies	Frequency	Responsible Person
Refill all the hand sanitizers dispensers from time to time.	supply and availability has to be verified	2 times in aday	HK In-charge
Closet Cleaning	Lysol (1:9 Dilution) & LOC	2 times in aday	HK In-charge
Wall Cleaning	Lysol (1:9 Dilution) & LOC	2 times in aday	HK In-charge
Tap knob/handle cleaning	Lysol (1:9 Dilution) & LOC	2 times in aday	HK In-charge
Bucket and Mug	Lysol (1:9 Dilution) & LOC	2 times in aday	HK In-charge
Flush tank - health faucet	Lysol (1:9 Dilution) & LOC	2 times in aday	HK In-charge
Wash basin cleaning	Lysol (1:9 Dilution) & LOC	2 times in aday	HK In-charge
Exhaust	Working condition has to be verified	Weekly once	HK In-charge & Maintenance
Ventilators to be open	Ensure it is kept opening		HK In-charge
Walls in the wash basin area	4 times a day (if it is in corridor, whenever mopping the wash basin to be cleaned)		HK In-charge
Dettol in wash basin	supply and availability has to be verified	2 times in aday	HK In-charge

VIP Room

Items/areas to be cleaned	Cleaning supplies	Frequency	Responsible Person
Table and Chairs	Lysol (1:9 Dilution)	2 times in a day	HK In-charge
Phone, AC & projector Remote	Lysol (1:9 Dilution)	2 times in a day	HK In-charge
Windows and Door handles	Lysol (1:9 Dilution)	2 times in a day	HK In-charge
AC Filter Cleaning	Water & Lysol	15 days once	HK In-charge
AC, light and fan switches	Lysol	2 times in a day	HK In-charge & Maintenance
IT Accessories	70% Isopropyl alcohol	2 times in a day	HK In-charge
Aurorub	supply and availability has to be verified		HK In-charge
Tissue Paper	supply and availability has to be verified		HK In-charge

Staircase & corridors

Items/areas to be cleaned	Cleaning supplies	Frequency
Stair case steps	1 : 9 Sodium hypo chloride solution	3 times a day
Hand rails	1 : 9 Sodium hypo chloride solution	3 times a day
Common corridors	1 : 9 Sodium hypo chloride solution	3 times a day

Clinics

Items/areas to be cleaned	Cleaning supplies	Frequency
Wash basin	Clean with Lysol	2 times in a day
Waiting area –surface	Clean with Lysol	2 times in a day
Toilet	Lysol (1:9 Dilution) & LOC	2 times in a day

Ward

Items/areas to be cleaned	Cleaning supplies	Frequency	Responsible Person
Patient rooms and admin Rooms (Floor)	sodium hypochlorite (diluted bleach 1:9)	2 times in aday	Housekeeper
Bedsheets /Towels	washed with soap and water	after single use as is happening currently.	Housekeeping -Laundry
Dorknobs, telephone, call bells, bedrails, stair rails, light switches, wall areas around the toilet	Clean with Lysol	Once in 2 hours	Housekeeping -Cleaning
Toilets and Washbasin	as per the remarks above		HK Incharge
Corridors, Staircase	sodium hypochlorite (diluted bleach 1:9)	2 times in a day	HK Incharge
Staircase railings	Lysol (1:9 Dilution) & LOC	2 times in a day	HK Incharge

PPE for HK and Cleaning staffs

Items/areas to be cleaned	Housekeeping	Cleaners
Face Mask	Yes	Yes
Safety gloves		Yes
Surgical gloves	Yes	No

Protocol for Cleaning of the OPDs and Specialty Clinics by the MLOPs at clinic level

- *The Patient waiting chairs and equipment and instruments in the General OPDs and specialties clinic will be cleaned by the MLOPs in the respective departments.*
- *The Protocol for cleaning (type of disinfectant to be used) , frequency of cleaning, responsible person are described in a separate excel sheet. This is shared to all the clinical supervisors.*
- *There is an audit checklist at the end of this ppt that has be filled as per the schedule of cleaning.*

Floor wise Check lists

Checklist 1: Ground Floor – Admin Areas

AUDIT CHECKLIST 1: Ground Floor – Admin Areas

Date:

Dept	Items/areas to be cleaned	Frequency	07.00 am	12.00 am	04.00 am	Remarks
Registration area	Common waiting area floor	3 times a day				
	Hand Railings	Once in 2 hours				
	Chairs & tools	3 times a day				
	Wheel Chair	before and after every patient				
	Stretcher	before and after every patient				
	Enquiry Table	3 times a day				
	Availability Dust bin with appropriate waste bags	Yes/No				
	IT -Accessories - Phone, System, Keyboard, Printer, Xerox	2 times a day				
GS Sir Room	Surface area Mopping	2 times a day				
	Screens are removed	Yes/No				
	Windows and Door handles	2 times a day				
CMO room	Surface area Mopping	2 times a day				
	Screens are removed	Yes/No				
	Windows and Door handles	2 times a day				
Chairman Room	Surface area Mopping	2 times a day				
	Screens are removed	Yes/No				
	Windows and Door handles	2 times a day				

Checklist 1: Ground Floor – Admin Areas

AUDIT CHECKLIST 1: Ground Floor Admin areas

Date:

Dept	Items/areas to be cleaned	Frequency	07.00 am	12.00 am	04.00 am	Remarks
Common Toilets	Refill all the hand sanitizers dispensers from time to time.	2 times a day				
	Closet Cleaning	2 times a day				
	Wall Cleaning	2 times a day				
	Tap knob/handle cleaning	2 times a day				
	Bucket and Mug	2 times a day				
	Flush tank - health faucet	2 times a day				
	Wash basin cleaning	2 times a day				
	Exhaust	Weekly once				
	Ventilators to be open	Yes/No				
	Walls in the wash basin area	Yes/No				
	Dettol in wash basin	2 times a day				
	Toilets Checklist	Yes/No				
	Dust bin cover	Yes/No				

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Checklist 1: Ground Floor – Admin Areas

AUDIT CHECKLIST 1: Ground Floor

Date:

Dept	Items/areas to be cleaned	Frequency	07.00 am	12.00 am	04.00 am	Remarks
Conference Hall	Table and Chairs	2 times a day				
	Phone, AC & projector Remote	2 times a day				
	Windows and Door handles	2 times a day				
	AC Filter Cleaning	Once in 15 days				
	AC, light and fan switches	2 times a day				
	IT Accessories	2 times a day				
	Aurorub	Yes/No				
	Tissue Paper	Yes/No				
Conference Hall Toilets	Refill hand sanitizers dispensers from time to time	2 times a day				
	Closet Cleaning	2 times a day				
	Wall Cleaning	2 times a day				
	Tap knob/handle cleaning	2 times a day				
	Bucket and Mug	2 times a day				
	Flush tank - health faucet	2 times a day				
	Wash basin cleaning	2 times a day				
	Exhaust	Weekly once				
	Ventilators to be open	Yes/No				
	Walls in the wash basin area	Yes/No				
	Dettol in wash basin	2 times a day				
	Toilets Checklist	Yes/No				
	Dust bin cover	Yes/No				
Common Area	Common Corridors	3 times a day				
	Common waiting area	3 times a day				
	Staircase Mopping	3 times a day				
	Staircase Railing	3 times a day				
	Entrance Staircase Railing	3 times a day				

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Checklist 2: Ground Floor – Non-clinical Areas

AUDIT CHECKLIST 2: Ground Floor - Non-clinical areas														Date:	
Timing	Items/areas to be cleaned	Frequency	Enquiry	OPD Regn.	MRD Scanning	Vision area	Preliminary Area	Luggage Room	Unit I	Unit II	Unit III	Unit IV	Review Area	Review waiting	Remarks
12.00 Noon	Wash basin	2 times a day													
	Waiting area –surface	2 times a day													
	Doctr's Cubicle- Surface area	2 times a day													
	Toilet	2 times a day													
	Colour Coding dust Bins with Cover	Yes/ NO													
	Windows and Door handles	2 times a day													
	Dust bin cover	Yes/No													
	Common Corridors	2 times a day													
	Staircase dust bin with cover	Yes/ NO													
8.00 PM	Wash basin	2 times a day													
	Waiting area –surface	2 times a day													
	Doctr's Cubicle- Surface area	2 times a day													
	Toilet	2 times a day													
	Colour Coding dust Bins with Cover	Yes/ NO													
	Windows and Door handles	2 times a day													
	Dust bin cover	Yes/No													
	Common Corridors	2 times a day													
	Staircase Mopping	3 times a day													
	Staircase dust bin with cover														

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Checklist 2: Ground Floor – Non-clinical Areas

AUDIT CHECKLIST 2: Ground Floor - Non-clinical areas														Date:	
Timing	Items/areas to be cleaned	Frequency	Office Room	Camp office	HRD	Optical	Medical	Engineer room	Optical Accts	Optical Delivery	Trans port	Civil Room	Electrical	Xerox room	Remarks
12.00 Noon	Wash basin	2 times in a day													
	Waiting area –surface	2 times in a day													
	Doctr's Cubicle- Surface area	2 times in a day													
	Toilet	2 times in a day													
	Dust bin cover	Yes/ NO													
	Windows and Door handles	2 times in a day													
	Common Corridors	2 times in a day													
	Staircase Mopping	3 times a day													
	Staircase dust bin with cover	Yes/ NO													
8.00 PM	Wash basin	2 times in a day													
	Waiting area –surface	2 times in a day													
	Doctr's Cubicle- Surface area	2 times in a day													
	Toilet Cleaning	2 times in a day													
	Dust bin cover	Yes/ NO													
	Windows and Door handles	2 times in a day													
	Common Corridors	Yes/No													
	Staircase Mopping	2 times in a day													
	Staircase dust bin with cover	3 times a day													

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Checklist 3: First and Second Floors

AUDIT CHECKLIST 3: First and Second Floors											Date:	
Timing	Items/areas to be cleaned	Frequency	Pre Op Room	Insurance	Physician	IOL	Optical	Medical	Low Vision	Paed. Opticals	Paed Dept	Remarks
12.00 Noon	Wash basin	2 times a day										
	Waiting area –surface	2 times a day										
	Doctrs Cubicle- Surface area	2 times a day										
	Toilet	2 times a day										
	Colour Coding dust Bins with Cover	Yes/ NO										
	Windows and Door handles	2 times a day										
	Dust bin cover	Yes/No										
	Common Corridors	2 times a day										
	Staircase dust bin with cover	Yes/ NO										
8.00 PM	Wash basin	2 times a day										
	Waiting area –surface	2 times a day										
	Doctrs Cubicle- Surface area	2 times a day										
	Toilet	2 times a day										
	Colour Coding dust Bins with Cover	Yes/ NO										
	Windows and Door handles	2 times a day										
	Dust bin cover	Yes/No										
	Common Corridors	2 times a day										
	Staircase Mopping	3 times a day										
	Staircasedust bin with cover											

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Checklist 3: First and Second Floors

AUDIT CHECKLIST 3: First and Second Floors										Date:
Timing	Items/areas to be cleaned	Frequency	Registration area	RETINA clinic	PN Sir Room	ROP	Retina Investig.	UVEA	AVASTIN	Remarks
12.00 Noon	Wash basin	2 times a day								
	Waiting area –surface	2 times a day								
	Doctr's Cubicle- Surface area	2 times a day								
	Toilet	2 times a day								
	Dust bin cover	Yes/ NO								
	Windows and Door handles	2 times a day								
	Common Corridors	2 times a day								
	Staircase Mopping	3 times a day								
	Staircase dust bin with cover	Yes/ NO								
8.00 PM	Wash basin	2 times a day								
	Waiting area –surface	2 times a day								
	Doctr's Cubicle- Surface area	2 times a day								
	Toilet Cleaning	2 times a day								
	Dust bin cover	Yes/ NO								
	Windows and Door handles	2 times a day								
	Common Corridors	Yes/No								
	Staircase Mopping	2 times a day								
	Staircase dust bin with cover	3 times a day								

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Checklist 4: Third Floor

AUDIT CHECKLIST 4: Third Floor											Date:	
Timing	Items/areas to be cleaned	Frequency	Micro biology	X Ray	Glau. Regn	Glau New	Glau review	Medical Shop	Cornea New	Cornea review	LASIK	Remarks
12.00 Noon	Wash basin	2 times a day										
	Waiting area –surface	2 times a day										
	Doctr's Cubicle- Surface area	2 times a day										
	Toilet	2 times a day										
	Colour Coding dust Bins with Cover	Yes/ NO										
	Windows and Door handles	2 times a day										
	Dust bin cover	Yes/No										
	Common Corridors	2 times a day										
	Staircase dust bin with cover	Yes/ NO										
8.00 PM	Wash basin	2 times a day										
	Waiting area –surface	2 times a day										
	Doctr's Cubicle- Surface area	2 times a day										
	Toilet	2 times a day										
	Colour Coding dust Bins with Cover	Yes/ NO										
	Windows and Door handles	2 times a day										
	Dust bin cover	Yes/No										
	Common Corridors	2 times a day										
	Staircase Mopping	3 times a day										
	Staircase dust bin with cover											

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Checklist 4: Third Floor

AUDIT CHECKLIST 4: Third Floor									Date:
Timing	Items/areas to be cleaned	Frequency	Photo graphy	Trng Divn.	Class Room I	Class Room -II	Class Room -III	Study Room	Remarks
12.00 Noon	Wash basin	2 times a day							
	Waiting area –surface	2 times a day							
	Doctr's Cubicle- Surface area	2 times a day							
	Toilet	2 times a day							
	Dust bin cover	Yes/ NO							
	Windows and Door handles	2 times a day							
	Common Corridors	2 times a day							
	Staircase Mopping	3 times a day							
	Staircase dust bin with cover	Yes/ NO							
8.00 PM	Wash basin	2 times a day							
	Waiting area –surface	2 times a day							
	Doctr's Cubicle- Surface area	2 times a day							
	Toilet Cleaning	2 times a day							
	Dust bin cover	Yes/ NO							
	Windows and Door handles	2 times a day							
	Common Corridors	Yes/No							
	Staircase Mopping	2 times a day							
	Staircase dust bin with cover	3 times a day							

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Checklist 5: Fourth Floor

AUDIT CHECKLIST 5: Fourth Floor									Date:		
Timing	Items/areas to be cleaned	Frequency	Eye bank	Conference hall	IT	EMR trang. Room	Medical Record	Optical Accounts	Free - Retina	Class room IV	Remarks
12.00 Noon	Wash basin	2 times a day									
	Waiting area –surface	2 times a day									
	Doctrs Cubicle- Surface area	2 times a day									
	Toilet	2 times a day									
	Colour Coding dust Bins with Cover	Yes/ NO									
	Windows and Door handles	2 times a day									
	Dust bin cover	Yes/No									
	Common Corridors	2 times a day									
Staircase dust bin with cover	Yes/ NO										
8.00 PM	Wash basin	2 times a day									
	Waiting area –surface	2 times a day									
	Doctrs Cubicle- Surface area	2 times a day									
	Toilet	2 times a day									
	Colour Coding dust Bins with Cover	Yes/ NO									
	Windows and Door handles	2 times a day									
	Dust bin cover	Yes/No									
	Common Corridors	2 times a day									
	Staircase Mopping	3 times a day									
	Staircase dust bin with cover										

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Checklist 5: Fourth Floor

AUDIT CHECKLIST 5: Fourth Floor									Date:
Timing	Items/areas to be cleaned	Frequency	Grinding	Lens Room	Accounts Room	Vision Center Optical	Medicine Packing	Instrument	Remarks
12.00 Noon	Wash basin	2 times a day							
	Waiting area –surface	2 times a day							
	Doctrs Cubicle- Surface area	2 times a day							
	Toilet	2 times a day							
	Dust bin cover	Yes/ NO							
	Windows and Door handles	2 times a day							
	Common Corridors	2 times a day							
	Staircase Mopping	3 times a day							
	Staircase dust bin with cover	Yes/ NO							
8.00 PM	Wash basin	2 times a day							
	Waiting area –surface	2 times a day							
	Doctrs Cubicle- Surface area	2 times a day							
	Toilet Cleaning	2 times a day							
	Dust bin cover	Yes/ NO							
	Windows and Door handles	2 times a day							
	Common Corridors	Yes/No							
	Staircase Mopping	2 times a day							
	Staircase dust bin with cover	3 times a day							

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- ***The guidelines and protocols described in the AIOS guidelines are described in the next few slides.***
- ***These have been kept as the source and modifications have been made according to the needs of Aravind Eye Care System.***
- ***Source: Ophthalmic practice guidelines in the current context of COVID 19, All India ophthalmological society, 11th May 2020***

Protocol for cleaning and Disinfection

- Floors **MUST** be cleaned with **1% Sodium Hypochlorite**: every 2 to 3 hourly in High-risk areas and 3 times a day in Moderate risk areas.
- Deep Cleaning to be done any time when there is any contamination.
- Door handles, side rails on stairs, bedside rail, high touch surface like-reception counter, help desk, gate with 1 % Sodium Hypochlorite (2 to 3 hourly)
- Chair in the waiting area (head end, armrest etc), Electronic /IT equipment like monitor, Keyboard, Mouse etc must be done with alcohol swab frequently.
- All wheelchairs and stretcher trolley must be cleaned with 1% Sodium Hypochlorite solution
- The fogging frequency to be increased for ALL hospital areas. This is to be done at the end of every working day.

Source: *Ophthalmic practice guidelines in the current context of COVID 19, All India ophthalmological society, 11th May 2020*

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Guidelines on disinfection of common public places including offices

- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with **1% sodium hypochlorite or phenolic disinfectants**
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite.
- Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

Guidelines on disinfection of common public places including offices

- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

- *The following slides contain a Pictorial representation of the Housekeeping cleaning activities and items used.*

TOOLS	AREA	USE
Nylon Sponge 	Walls, Tiles	To clean the walls & to remove stain
Scrubbing machine 	Floor	A machine used to scrub the floors and keep them clean
Polishing machine 	Floor	To polish floors and keep them shining
Vacuum Cleaner 	All areas	To collect dust
Multi action stick 	Floor, Bathroom	To clear water from the floor, bathrooms dry up the floor clean it thoroughly.
Roots cleaner 	All the floor	To remove stains and dry flooring
Cobweb stick 	ceiling	To remove the cobweb

SUPPLIES		AREA	USE
Disinfectant		Floors and rooms	To clean floors and toilets
Floor Cleaning liquid		Floor	To clean and remove dirt from the floor
Vim powder		Bathrooms, Toilets	To clean and bathrooms and toilet and washbasins
Liquid soap		Walls, Tiles	To clean walls and tiles
Nuvon		Septic tanks	Prevent Breeding of cockroaches
Insecticide		All the area	Sprayed are used in powder form to prevent cockroaches, flies and other insects

SUPPLIES	AREA	USE
Naphthalene balls 	Washbasin, Drains and Cupboard	Place in the drains and prevent bad odour.
Air Freshener 	Toilet, stalls or in rooms	To drive away odour
Hydrochloric acid 	Washbasins and toilets	To remove any clogs and stain

SUPPLIES	AREA	USE
Harpic 	Toilet and tiles	To remove stains on tiles and toilets
Brasso 	Brass	To polish brass articles
Mansion polish 	Floor	To polish floors
Stain Remover 	Linen	To removes stain and dirt from clothes
Vim Bar 	Kitchen area	Vessels

SUPPLIES	AREA	USE
Toilet paper 	Toilet	A roll of toilet paper placed in the toilets
Disinfectant 	All area	Mat, pillow, ulcer ward
Bleaching powder 	Water tank, sewage tank	To clean moss-covered places
Hand wash Liquid 	Hand wash area	Used to wash hands
Waste bin cover 	All area	Collect different types of waste

Equipment – Disinfectant Sprayer (Agrimate)



1% lysol is filled inside this sprayer and the corridors are sprayed once a day.

11/05/2020

Housekeeping Supplies for VCs

Things needed for Vision center



Duster Cloth



Soft Broom



Coconut Broom



Long Brush
(கோப்பைக்கு)



Drum (பேப்பர்
போடுவதற்கு)



Plastic Bucket
Medium Size (Moping)



Bathroom
Things Bucket



லைசால்

Things needed for Vision center



முறம் (இரும்பு)



Used Gloves



Vim



Plastic Box & Spoon
(Vim போடுவதற்கு)



Vim Cup



Nylon Brush



Bleaching Powder



Swaping Cloth

Things needed for Vision center



Wooden Brush
Small



Wiper (தண்ணீரை
அகற்றுவதற்கு)



Foot Mat
(Cloth mat)



Soap - Medium



Harpic
Medium 500 ML



Plastic Mug



பினாமில்