



**NATIONAL INSTITUTE FOR
OCCUPATIONAL HEALTH**

Division of the National Health Laboratory Service



CLEANING PRACTICES AND WASTE MANAGEMENT

Mmashela Kgole

**Manager: Waste Assurance (NHLS)
NHLS SHE DEPARTMENT**

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Healthy, Safe, Happy & Sustainable Workplaces

**PROMOTING DECENT WORK THROUGH CUTTING EDGE RESEARCH, SPECIALISED
SERVICES, INFORMATION, TEACHING AND TRAINING**



CLEANING PRACTICES

- Cleaning staff should be trained on COVID-19
- Provide appropriate PPE for the staff (i.e. impermeable disposable gloves and disposable plastic aprons)
- Masks and respirators are not specified for general cleaning
- Identify high traffic areas and locations where people frequent in order to plan an appropriate cleaning schedule
- Increase cleaning frequency using appropriate cleaning materials



CLEANING PRACTICES

- Wipe down surfaces and objects that are touched often and by many people (e.g. door handles, desk surfaces, telephones, etc.)
- Soap and water and common household detergents (alcohol or ammonium based detergents, bleach, etc.) are effective against COVID-19
- Ensure that hand washing stations are equipped with soap and paper towels
- Wash your hand immediately on removing the gloves with soap and water for at least 20 seconds
- Hazardous spills should be handled by properly trained staff



WASTE MANAGEMENT

Health care waste

- General waste e.g. packaging material, office paper, flowers, etc.
- Hazardous waste e.g. sharps waste, infectious waste, anatomical waste, chemical waste, etc.

PPE

- Use appropriate personal protective equipment when handling waste

Waste management steps:

1. *Identify and classify your waste*
2. *Segregate into red, yellow, green, clear or black colour coded containers as per category of waste*





WASTE MANAGEMENT

3. *Close and seal the plastic liner with a cable tie or biohazard tape **and** then close the container with biohazard tape*
4. *Labelling of the waste container:*
 - › Write on the container the date you started using it
 - › After waste container is full and sealed:
 - Write the date the container is sealed, name of the facility, waste information number (where applicable)
5. *Temporarily store waste in designated areas before removal by the waste management contractor*
6. *Keep records (waste manifest) of waste removed from facilities by the waste management contractor and*
7. *Keep records of proof of waste destruction and/ or disposal issued by the waste management contractor*



WASTE MANAGEMENT

COVID-19 Environmental Health Guidelines, March 2020

In addition, for COVID-19 waste:

- Ensure you clearly write **“COVID-19”** or **“Corona Virus”** on sealed waste containers
- Wipe down the sealed container with 0.5% hypochlorite solution
- Make sure that your waste management contractor knows that waste generated is from a suspected or confirmed COVID-19 patient
- Waste management contractor should collect and treat waste as soon as possible



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