



2020-MAY-29 (REV 1)

To: All Staff

Re: Workplace Cleaning and Disinfection Policy, Staff Instructions

These procedures have been developed to minimize the risk to the staff as they perform the required duties. It also includes enhanced cleaning protocols.

For flight training specific procedures see the “Flight Training, ...” document.

For specific procedures in the use of gloves, mask and general hygiene refer to the “General Hygiene” document.

Cleaning refers to the removal of visible soil, dust or foreign material on a surface.

Disinfecting refers to using a chemical to kill germs in a surface.

Staff instructions

- General:
 - o Avoid touching your face
 - o Wash your hands after each task
 - o Stay 2 meters away from all persons
 - o If you use gloves, do not use the same pair of gloves for different tasks
 - o Do not spray cleaning/disinfecting agent directly into equipment devices. Spray into cleaning cloth and wipe
 - o For visible soiled surfaces use 2 wipe method:
 1. Wipe surfaces down with a cleaning agent to clean off soil, dirt or foreign material
 2. Wipe the surface a second time with a disinfectant
 - o Start cleaning high surfaces and end with low surfaces
 - o Follow product manufacturing instructions
 - o Read Safety Data Sheets of products before using them
 1. SDS can be found in the staff computer and in the SDS binder by the Hangar First Aid Kit
 - o Maintain work area organized and free of clutter
 - o Allow surfaces to air dry
 - o Replace all microfiber cloths at the end of the day or when soiled or when damaged

- Office work: table surfaces, phone, computer keyboards, mouse, pens, door knobs, journey logs
 - o Disinfect all surfaces that you have touched before and after your shift
 - o Use only one pen
 - o Only one person should use the office area, office computer, phone per shift

- Processing common paperwork (daily flight log, journey log)
 - o Do only once per day, preferably at the end of the shift
 - o For invoicing have the member tell you what the flight time was or look at the Daily Flight Log without touching it.

- Processing payments on POS
 - o Member should be the only person to touch POS machine. Give member amount and guide member through the steps.
 - o Stay at least 6 feet from the club member and ask the member to stay behind the markings in the floor.
 - o Ask member to take his/her receipt and the leave the merchant copy in the machine
 - o Clean / Disinfect machine after each use.

- Moving airplanes:
 - o Ask a member or VAC staff to spot you. Maintain 2 meters from spotter
 - o Don't force yourself or hurt your back
 - o Watch and avoid slipping hazards
 - o Wash your hands after the task is completed (tow bar stowed, hangar door closed)
 - o If you use gloves for this task clean them after use or replace them.
 - o If you have to move the airplane by yourself stop every few feet to check for wingtip and rudder clearance.

- At the end of the shift clean / disinfect
 - o Washroom
 1. Faucets, taps
 2. Urinal
 3. Toilet
 4. Cabinet handles
 - o Door knobs (outer and inner) and door edges
 1. Front door
 2. Side door
 3. NE Back door
 4. Hangar man door
 5. Hangar door control box
 6. Hangar door winch
 7. Bathroom inside door
 8. Bathroom outside door

9. Stair railing
 10. Office door
 11. Light Switches
 12. Fuel storage cabinet door
 13. Oil storage cabinet door
 14. Fuel pump door
 15. Fuel pump controls
 16. Fuel pump nozzle
 17. Fuel pump point of sale machine
- Tow bars
 - Chock handles
 - Cabinet handles
 - Aircraft Keys
 - Simulator controls (if used)
 - Light Switches

Cleaning / Disinfecting Products

Product – Main acting chemical (Concentration) - Purpose

- Triton Hand Sanitizer – Ethanol (70-80%) - Hand Sanitizer
- Purell Hand Sanitizer – Ethanol (50-70%) - Hand Sanitizer
- Panita Hand Sanitizer - Ethyl Alcohol (73-75%) - Hand Sanitizer
- Lysol All-Purpose Cleaner Spray - Dipropylene glycol monobutyl ether (2.5-10%) - Cleaner
- ZEP Alcosan - Ethanol (70%) – Surface Disinfectant
- Bleach solution – Sodium Hypochlorite (5-10%) – 1/40 solution – Surface Disinfectant