

City of Toronto Recreation Program Staff Facility and Equipment Cleaning Guidelines

CITY OF TORONTO
PARKS, FORESTRY AND RECREATION

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Section 1: Introduction

Introduction

In consultation with Toronto Public Health, Community Recreation has prepared a guide to assist Community Recreation in the basic cleaning of high touch traffic areas, customer service areas and program rooms.

All programs and services must use these tools alongside the specific advice provided by federal, provincial and local authorities following a pandemic situation

Purpose of Guidelines

These guidelines outline the roles and responsibilities of Recreation staff, outside of the regular job duties, to ensure a healthy and clean environment. In conjunction with the reopening of Recreation facilities, this guidance document must be considered in the cleaning of high touch traffic areas and office spaces.

COVID-19

COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a person who is ill coughs or sneezes. It may also be possible for a person to contract COVID-19 by touching contaminated surfaces and then touching their own mouth, nose, or possibly their eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, aches of pain, running nose, shortness of breath, loss of smell or taste, sore throat, and/or headaches. Children may have milder or asymptomatic infections of COVID-19. For more general information about COVID-19, visit www.toronto.ca/COVID19

Some common COVID-19 Symptoms Include, but are not limited to:

Symptoms of Covid-19

- Fever (Temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of Breath (dyspnea)
- Sore throat / Hoarse voice
- Difficulty swallowing
- Muscle aches
- Headache
- Chills
- New loss of smell or taste
- Red or purple swelling or rash on limbs/fingers or toes
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, sneezing or nasal congestion- without another underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_patient_screening_guidance.pdf

Section 2- Health and Safety Controls

Handwashing and Hand Hygiene

Signs will need to be posted on how to hand wash at all sinks [Hand Washing Poster](#)

Sinks are the preferred method of handwashing.

All sinks require soap and must be checked on a regular basis to ensure that soap dispensers are full.

Staff need to have a designated sink; this can be in the kitchen or staff washroom.

Staff are asked to wash their hands before and after shifts, and when deemed necessary such as cash handling, touching forms and pens etc.

Refer to the [Hand Hygiene Procedures](#) for additional assistance

Personal Protective Equipment (PPE)

Masks

All staff are required to wear a mask or face covering when indoors and outdoors when physical distancing cannot be maintained.

Masks need to be disinfected or washed for the following day and carried in a plastic reusable sealable bag and bring back and forth to programs on a daily basis.

Gloves

Gloves are only required in the situations listed within this document. However, gloves are not required to clean.

Goggles

The PPE Task Force have advised that the goggles provided for isolation rooms are reusable; they should be disinfected rather than discarded after use. Occupational Health and Safety has provided the instructions for disinfecting. These have been provided below in the section, **Cleaning and Disinfecting of PPE**

Face Shields

Face shields are not required at this time for cleaning unless specified.

Donning and Doffing of Personal Protective Equipment

Protective Equipment	Donning (Put on)	DoFFing (take off)
Disposable Gloves	<ol style="list-style-type: none">1- Don disposal gloves after hand washing or hand sanitizing2- Take the hand you write with and grasp the glove with your other hand at the folded edge of the cuff	<ol style="list-style-type: none">1- Pinch and hold the outside of the glove near the wrist area2- Peel downwards, away from the wrist, turning the glove inside out3- Pull the glove away until it is removed from the hand and

<p>Disposable Gloves</p>	<ol style="list-style-type: none"> 3- Pick up the glove by the folded edge 4- Put your hand inside the glove 5- Pull the glove on 6- Be careful not to touch the outside of the glove 7- Leave the cuff on the glove folded 	<p>hold the inside-out glove with the gloved hand</p> <ol style="list-style-type: none"> 4- Used disposable gloves are to be disposed of in a designated centralized disposal bin within facility 5- Complete hand washing
<p>N95 Respirator Masks (Will need Fit Test)</p>	<ol style="list-style-type: none"> 1- Separate the two headbands 2- Hold the headbands while you cup the respirator to your face. Pull the headbands over your head 3- Position the lower headband at the base of your neck; the higher headband should go around the crown of your head 4- Press firmly on both sides of the nosepiece to create a secure, comfortable fit 5- If necessary, make minor adjustments until the respirator fit feels secure 6- Properly donned N95 surgical respirator 	<ol style="list-style-type: none"> 1- Without touching the respirator facepiece, slowly lift the bottom strap from around your neck up over your head. 2- Lift off the top strap. Do not touch the respirator. 3- Discard according to infection control policy 4- Complete hand washing
<p>Non- Medical Mask</p>	<ol style="list-style-type: none"> 1- Perform hand hygiene and don gloves 2- Grasp used mask: Pinch procedure mask at the ear loops 3- Place over face 4- Secure ear loops behind the ears. Secure mask. 5- Perform hand hygiene 	<ol style="list-style-type: none"> 1- Perform hand hygiene 2- Remove mask: a. Remove medical mask by holding the ear loops. The front is contaminated, so remove slowly and carefully. Do not let loops touch your face 3- After removing facemask, visually inspect for contamination, distortion in shape/form. If soiled, torn, or saturated the mask should be discarded. 4- If the facemask is NOT visibly soiled, torn, or saturated, carefully fold so that the outer surface is held inward and against itself. The folded mask can be stored between uses in a clean sealable paper bag or breathable container. 5- Perform hand hygiene

Goggles	<ol style="list-style-type: none"> 1- Perform hand hygiene 2- Grasp goggles by elastic band only 3- Place on face and fit to adjust. 	<ol style="list-style-type: none"> 1- Perform hand hygiene 2- Grasp goggles by elastic band only 3- Remove from face. Do not touch lens

Cleaning and Disinfecting of PPE

Facemasks or goggles are to be cleaned with designated cleaners. Follow manufacturer instructions for cleaning and disinfection.

1. Wash hands with soap and water (if not in the vicinity then hand sanitizer)
2. Carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe
3. Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with disinfectant solution. Please follow directions on contact time required as noted on the disinfectant label. If gloves are required for the disinfectant then ensure the procedure of donning and doffing is followed. Spray N' Go disinfectant presently used in CampTO does not require gloves. Although this product may change depending on supplies available through City Stores.
4. Wipe the outside of face shield or goggles with clean water to remove residue. This will help to prevent fogging.
5. Fully dry (air dry or use clean absorbent towels).
6. Wash hands again with soap and water

Health and Safety Review and WHMIS Review Global Harmonized System (GHS) and WHMIS

WHMIS is a national hazard communication system that provides information on the safe use of hazardous products in Canadian workplaces. GHS has not replaced WHMIS. WHMIS has incorporated GHS elements, resulting in new standardized:

- classification criteria
- label requirements
- safety data sheet (SDS) requirements (formerly material safety data sheet)











Classification

Classification criteria have changed for WHMIS 2015. WHMIS retains the same level of protection it previously offered, and incorporates some new hazard classes, e.g. Aspiration Hazard

Supplier Labels

Supplier labels have a few new requirements. Most of the label elements are standardized. Most hazard classes and categories have a prescribed signal word, hazard statements, pictogram(s), and precautionary statement(s). Supplier labels continue to be required in both English and French.

Classes and Categories

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

Supply Labels WHMIS 1988 and GHS 2015

WHMIS 1988

Product Identifier

<p>Risk Phrases</p> <p>Precautionary Statements</p> <p>First-Aid Measures</p>	<p>Locutions de Risques</p> <p>Mesures de Prevention</p> <p>Mesures de Secours d'Urgence</p>
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SEE MATERIAL SAFETY DATA SHEET

5233-441-01
 XYZ Chemical Corp. 101
 P.O. Box 1, York Mills, Ont. M3J 1K5
 *Toll-free: (1-800) 456-7890

WHMIS 2015

Product K1 / Produit K1




<p>Danger</p> <p>Fatal if swallowed. Causes skin irritation.</p> <p>Precautions:</p> <p>Wear protective gloves. Wash hands thoroughly after handling. Do not eat, drink or smoke when using this product.</p> <p>Store locked up. Dispose of contents/containers in accordance with local regulations.</p> <p><small>IF ON SKIN: Wash with plenty of water. If skin irritation occurs: Get medical advice or attention. Take off contaminated clothing and wash it before reuse. IF SWALLOWED: Immediately call a POISON CENTRE or doctor. Rinse mouth.</small></p>	<p>Danger</p> <p>Mortel en cas d'ingestion. Provoque une irritation cutanée.</p> <p>Conseils:</p> <p>Porter des gants de protection. Se laver les mains soigneusement après manipulation. Ne pas manger, boire ou fumer en manipulant ce produit.</p> <p>Garder sous clé. Éliminer le contenu/éplancher conformément aux règlements locaux en vigueur.</p> <p><small>EN CAS DE CONTACT AVEC LA PEAU: Laver abondamment à l'eau. En cas d'irritation cutanée: Demander un avis médical/consulter un médecin. Enlever les vêtements contaminés et les laver avant réutilisation. EN CAS D'INGESTION: Appeler immédiatement un CENTRE ANTIPOISON ou un médecin. Rincer la bouche.</small></p>
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Compagnie XYZ, 123 rue Machin St, Mytown, ON, M1N 0N0 (123) 456-7890

Safety Data Sheets (SDSs)

SDSs follow a standard 16-section format with specific information requirements. SDSs continue to be required in both English and French. The SDSs must be accurate and up to date. Each facility must have a binder including and Safety Data Sheets

Health and Safety Work Responsibilities (Occupational Health and Safety Act)

The City of Toronto is required by the Occupational Health and Safety Act and Workplace Insurance Act to take every precaution reasonable for the protection of City employees. Duties of employees under the act are shown below.

Workers' duties include:

- wearing appropriate personal protective equipment
- using/operating equipment in a safe manner
- reporting any defects in equipment to his/her supervisor or employer
- working in compliance with OHSA and its regulations
- reporting any known workplace hazards or OHSA violations to his/her supervisor or employer
- knowing his/her OHSA rights, including the right to refuse unsafe work
- Is there no worker knowledge requirement?

Supervisors' responsibilities include:

- ensuring workers work in compliance with required protective devices, measures and procedures
- ensuring workers use or wear any equipment, protective device or clothing required by the employer
- advising workers of any potential or actual health or safety danger known by the supervisor
- providing workers, when required, with written instructions on any measures and procedures to be taken for the workers' protection
- taking every precaution reasonable in the circumstances for a worker's protection

Physical Distancing

Staff must make every effort to remain within 2 meters minimum of the customer they are serving.

Customer Service Areas need to be rearranged to give staff a minimum of 2 meters distance between them and the customers they are serving.

Tape can be used on the floors to mark for customers 2 meters distance while waiting for assistance. Please ensure that any line ups do not impede other patrons from moving around them at a safe distance.

Eliminate or Reduce "in-person" contact where possible and ensure physical distancing between staff of a minimum of 2 meters at all times.

Section 3- Cleaning Standards

In conjunction with various branches across the City of Toronto, it is recommended that all staff have a part in cleaning equipment, high touch traffic areas, and commonly used spaces. While it is understood that Facility operations will conduct majority of the deep cleaning, on top of regular duties, all staff must play a part in keeping our Recreation Facilities clean and healthy.

Part of the 'cleaning and disinfection' guidelines is to understand the difference between the two in a cleaning environment.

Cleaning refers to:

Cleaning physically removes dirt, soil or contaminants from toys, equipment or surfaces. Cleaning does not reduce the number of harmful microorganisms.

Disinfection refers to:

Disinfection reduces the number of harmful microorganisms on toys, equipment or surfaces to safe levels as defined by Toronto Public Health.

Cleaning Standards for Community Recreation

Regular cleaning and disinfecting of objects and high-touch surfaces will help to prevent the transmission of viruses from contaminated objects and surfaces.

Increased monitoring of high touch traffic areas is required throughout the duration which the community centre is open to the public. It is important that all staff take responsibility in cleaning these areas, which include but are not limited to:

- Food prep surfaces (Tables and Chairs)
- Entrances (doors handle, knobs, glass and accessible push buttons)
- Interior doors and handles
- Elevators (doors and walls, call and indicators buttons, hand rails and mirrors)
- Fitness Equipment
- Stairs (handrails and bannisters)

In addition, to some of the basic high touch surfaces areas in a typical recreation environment, there are also high touch personal areas which we must consider, which will include office spaces. It will be up to the facility In-charge, Community Recreation Programmer (CRP) and customer service staff to ensure the following is being disinfected and cleaned every hour and or before and after a shift change. These surfaces include:

- Desks, computer keyboards and mouse
- Phones (Buttons and receiver)
- Chair arms
- Cabinet and file drawer handles
- Pin pads
- Office meal areas (faucets, taps, countertops and cupboard handle and surfaces, microwave, refrigerator, coffee pots and kettle)

Below is a chart that summarizes some Recreation Worker cleaning areas and cleaning frequency:

Cleaned Min. 2 Times Per Day	Cleaned After Every Use
<ul style="list-style-type: none"> • Program Room and Office Door Handles • Light Switches • Counter Tops • Cupboard/ Cupboard Handles • Customer Service Desk Areas • Large Toys (or after each session) 	<ul style="list-style-type: none"> • Individual toys(small) • Tables and Chairs • Customer Counter Tops • Pin Pads • Computer Touch Down Areas • Pens (If shared) • Food Prep Area (staff room) • Craft Supplies (Paint and Glue Bottles)

Note: due to supplies chain constraints related to disinfection products, an alternative product may be identified by City Stores or the PPE task team at the Emergency Operation Centre (EOC). Instructions will be provided for substitutions.

Process for Cleaning High Touch Traffic Areas (Minimum 2 times a day or as necessary)

High-touch surfaces require frequent cleaning and disinfection at least daily, and more frequently where the risk of contamination is higher than usual (e.g., if there is increase in illness at the site).

In addition to routine cleaning, surfaces that have frequent contact with hands needs to be cleaned and disinfected at minimum twice per day

Please Note: Do not bathe or soak your keyboards, electronics, and other operator controls in disinfectant. Always spray disinfectant onto the cloth, not the electronics.

Refer to Appendix 1 for more guidance

Customer Service Desks and Areas

Customer Service Desks and Payment Areas need to be cleaned with the appropriate cleaning agent on site that has been deemed appropriate by the Stores or Emergency Operation Centre (EOC) at the beginning and end of each shift, and as necessary between clients.

- Staff must wipe/spray down countertops, computer keyboards, phone, mouse, pin pad, photocopier, main key pad and any other shared equipment with disinfected or cleaning agent at the beginning and end of their shift and if/when they feel the workstation has been compromised
- Staff must wipe/spray down countertops after cash handling and where deposits were prepared
- Ensure that all high touch surfaces (e.g. keyboard, mouse, pin pad, photocopier, etc.) are being disinfected at least 2 times per day or if staff feel it has been compromised. If

needed, identify roles and responsibilities between recreation and facilities staff to ensure all surfaces are being disinfected

- Ensure manufacturer's instructions are followed when COVID-19 disinfectants are used (e.g. when using a disinfectant spray on a hard surface, allow it to remain wet for the period of time as directed before wiping the surface dry)

Touch-Down Computer Areas

If you are not using your own work space, but touching down at a work station, it is the responsibility of the user to ensure they wipe down the space thoroughly before and after usage. This includes, computers technology, computer chairs, desk and phone.

It is the responsibility of the Recreation office and program staff to ensure desks and computer technology is wiped down and clean.

Please Note:

It is the responsibility of the Recreation Program Staff to ensure that office areas and high touch traffic areas are clean and disinfected. Facility Operations staff will be assisting in the gathering, and mixing of any chemicals needed to clean and disinfect. Recreation program staff are not to mix and chemicals.

Refer [Appendix 2](#) in this document for more guidance.

Pin Pad Cleaning

Pin Pad sanitation is critical to protect you staff and patrons.

While you ensure that your terminal is clean, we strongly encourage you to suggest contactless transactions as this payment process minimizes actual contact with the device.

See the link below for additional information

<https://insights.moneris.com/business-matters/how-to-clean-and-disinfect-your-terminal-safely>

Toy and Cleaning Equipment

Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.

Toys and equipment are not to be shared or passed amongst facility users and need to be disinfected after each use and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with body fluids.

Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.

Large equipment that is typically shared, such as slides are permitted for use in stage 3, provided they can be used with cleaning and disinfecting completed after each session

As gymnastic equipment uses non fixed structures, all gymnastics equipment needs to be cleaned and sanitized between each user

Activities must not be practised or played within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use

Where provided, equipment and material are to be divided into kits/bins prior to the program to ensure items are used exclusively by one individual or household. If not, all toys/equipment needs to be disinfected between each individual's use

Refer to the [Toy and Equipment Cleaning Procedure](#) for more guidance

Refer to the [Operational Guideline for Community Centres](#) for more guidance

Basic Program Room Cleaning (Before and After)

It is everyone's responsibility to ensure and healthy and clean program space. Before and after cleaning of a program space is important. As stated above the importance of cleaning toys and equipment is evident. Each recreation staff is responsible for cleaning the space used. Items such as tables, chairs. High traffic points, and garbage left behind are important to keeping a healthy and clean environment.

After program, all equipment, tables and activity stations will need to be cleaned and disinfected before next use.

For staff using the kitchen it is important to remember that surfaces need to be disinfected after each use. Cutlery, cutting boards, kitchen utensils and all need to be disinfected after use.

Refer to [Appendix 3](#) in this document for more guidance.

Cleaning Standards for Fitness and Programs

This outlines staff responsibilities with respect to cleaning and disinfecting weight rooms, fitness centres, walking tracks and fitness equipment and all recreation programs.

Clients are expected to clean fitness machines and equipment before and after use and to be educated to do this. Extra spray bottles and paper towels will be placed strategically around the room

Weight rooms, fitness centres and walking tracks should be closed down twice per day to do high touch point cleaning/disinfected (e.g. barbells, plates, stability balls, floors, free weights, etc.) by staff. Facility/CR Staff should ensure a deep cleaning of the facility takes place daily.

Matts & Towels must be decommissioned and if clients want to use a matt, they must bring their own and take home afterwards.

Group fitness equipment is not to be shared and will be sanitized between uses. Will be cleaned at least 2 times a day and facility users will be educated to wipe down equipment, stability balls, bands and weights with disinfection spray and paper towels before and after they use the equipment

Activities must not be practised or played within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use or, where used in a game or practice, at the end of play

Equipment that has become visibly dirty or that has come into contact with bodily fluid will be taken out of circulation. Participants must inform the front desk staff who will take that machine out of circulation, place a sign and ensure equipment is cleaned and disinfected immediately.



Refer to [Cleaning Guidelines for Fitness](#) the for more guidance


Approved Cleaning Products

The chart below explores the approved cleaning chemicals to be used to clean high touch traffic surfaces, toys and equipment. It is important that staff consult with facility operations or their supervisors if they are unsure about the use of these chemical.

List of Approved Cleaning Chemicals

If a PFR facility staff is working in the building on a regular schedule, facilities operations will be responsible for providing the cleaning materials and supplies. If a PFR facility staff is not present in the building on a regular schedule, it will be up to the Recreation Supervisor and the Recreation Programmer to ensure proper materials and cleaning supplies are available.

Product Name	Product Purpose	Product Picture
Oxivir Plus – Disinfectant Cleaning Solution	A single-step, product solution to critical viruses and bacteria in the healthcare environment. Oxivir is effective for soft surface sanitizing, and is non-irritating to eyes and skin, and requires no safety warnings on personal protective equipment.	
Accel PREvention Wipes	Ready-to-use disinfectant cleaner wipes based on proprietary hydrogen peroxide technology to deliver fast, effective cleaning performance. Disinfects in 3 minutes. Safe to use on most surfaces	

<p>Viper Broad Spectrum Cleaner</p>	<p>General Cleaner for Environmental Surfaces for Heavy Soil Removal. Cleaning of Environmental Surfaces (ie. Floors, walls and equipment</p>	
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Please Note:

Due to demands the Covid sterilized wipes might not be available from City Stores and a location may receive a Covid disinfectant spray (ready to use or needing dilution) in its place. If this happens then:

- o Inspect bottle to ensure it is properly labelled. If not contact City Stores at <http://insideto.toronto.ca/purchasing/storesinfo.htm>
- o Request a Safety Data Sheet if it didn't come with the product.
 - [Purchasing MSDS Sheets](#)
- o Ensure staff are trained on WHMIS both generic (E-Learning on ELI) and worksite specific (such as review information on the Safety Data Sheet (SDS), how to use product safely (see instructions on label), first aid measures, and if Personal Protective Equipment (PPE – gloves, glasses, etc.) are required then provide to staff and educate them on how to use it).
- Encourage staff to wash hands with soap and water whenever possible in an effort to conserve hand-sanitizer.

**** All cleaning chemicals that require mixing must be completed by a Facility operation staff (i.e. custodians) ****

Cleaning Methods

There are TWO methods in which Recreation staff can clean. Below are the two methods with descriptions in which to clean.

<p>Wipes</p>	<p>Spray Bottle</p>
<ul style="list-style-type: none"> • Apply Accel® PREvention™ Wipes to the surface for at least 30 seconds and allow the surface to air-dry before use 	<ul style="list-style-type: none"> • Apply ready to use Accel® PREvention™ RTU Surface Cleaner and Disinfectant to the surface for at least 30 seconds and allow the surface to air-dry before use; or • Pre-mix Viper Broad Spectrum Cleaner & No-Rinse Sanitizer or approved cleaning product supplied by OEM with water at a concentration of 500 ppm in a spray bottle. Spray the mixture on the surface for at least 30 seconds and allow the surface to air dry before use

List of Approved Equipment

			
Gloves (If Required)	Medical Mask	N95 Mask	Safety Goggles
			
Cleaning Bucket	Spray Bottle	Paper Towels	Cleaning Cloths

Section 4- Education and Training

Education and training are required to ensure that procedures and safe practices in this guideline are followed to achieve consistent outcomes. Recreation staff working in a Recreation Facility will have to complete the Recreation Cleaning Procedure Training outlined below.

Required Training for Recreation Program and Front-line Staff

Type of Training	Target Group and Training Topics	Training Method and Responsibility
Recreation Cleaning Procedure Training	<p>Target Group: Recreation Program and Front-line Staff</p> <p>Training Topics:</p> <ol style="list-style-type: none"> 1- COVID-19 Overview 2- Symptoms of COVID-19 3- Handwashing and Hand Hygiene 4- Physical Distancing 5- Personal Protective Equipment (PPE) 6- Donning and Doffing of PPE 7- Cleaning and Disinfection 8- Cleaning High Touch Traffic Areas 9- Toys and Equipment 10- Customer Service Desks and Offices 11- Approved Cleaning Products and Supplies 	<p>Training Method: Online/Virtual</p> <p>Recreation Facilities Trainer Community Recreation Programmers (CRP) and Recreation Supervisors.</p>

<p>WHMIS Overview</p>	<p>Target Group: Recreation Program and Front-line Staff</p> <p>Training Topics:</p> <ol style="list-style-type: none"> 1- Global Harmonized System (GHS) and WHMIS 2- Classifications 3- Supply Labels <ol style="list-style-type: none"> a- Classes and Categories b- Supplier Labels 4- Safety Data Sheets 5- Health and Safety Responsibilities <ol style="list-style-type: none"> a- Workers b- Supervisors 	<p>Training Method: Online/Virtual</p> <p>Recreation Facilities Trainer Community Recreation Programmers (CRP) and Recreation Supervisors.</p>
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Appendix

Appendix 1: High Touch Traffic Areas

Purpose: Outline a cleaning practise to clean and disinfect high touch traffic areas

Intended for: Recreation Program and Front-Line Staff

Supplies: paper towels; dusting cloths, garage bags; approved cleaning solution

Frequency: Minimum of 2 times per day

Procedure

1. Preparation

- Clean hands.
- Assemble cleaning and disinfectant solutions, equipment and other supplies.
- Prepare cleaning and disinfectant solutions according to manufacturer's instructions.

2. Cleaning and Disinfection

- Brush all dry solid materials / dirt off the surface to be cleaned
- Wipe the surface with an all purpose-cleaner first before disinfecting
- Using disinfecting cleaner on surface and ensure proper contact time
- Wipe the surface clean with a disposable cloth and discard the disposable cloth in a bag separate from the rest of the general waste

3. Closing

- Clean and dry the spray bottle.
- Store spray bottle safely and tidily in a secure storage area.
- Clean hands.

Expected outcome: Surfaces are free of dirt and dust, are clean and disinfected

Appendix 2: Customer Service Areas (Desktops, Computers and Other Office Supplies)

Purpose: Outline a cleaning practise to clean and disinfect office areas and equipment

Intended for: Recreation Program and Front-Line Staff

Supplies: Paper towels; dusting cloths, garage bags; approved cleaning solution

Frequency: Minimum of 2 times per day / at the start and end each use, computer and desk

Procedure

1. Preparation

- Clean hands
- Assemble cleaning and disinfectant solutions, equipment and other supplies
- Prepare cleaning and disinfectant solutions according to manufacturer's instruction

2. Cleaning and Disinfection

- Visually check area for debris, pick items up and dispose into garbage bag.
- Dust all surfaces, including filing cabinets, shelves, blinds, information boards and bookcase
- Damp wipe desks, chairs and telephones
- Dust ledges, door frame, door knobs and window sills
- Dust and wipe computer keyboards and screens
- Remove all garbage and place it in a garbage bag

Please Note

Do not bathe or soak your keyboards, electronics, and other operator controls in disinfectant. Always spray disinfectant onto the cloth, not the electronics.

3. Closing

- Clean and dry all equipment
- Store equipment safely and tidily in a designated storage location
- Clean hands
- Replenish supplies as required (e.g. paper towel)
- Return any moved object or furniture to its original positions

Expected outcome: Surfaces are free of dirt and dust, are clean and disinfected

Appendix 3: Before and After Program Room Cleaning

Purpose: Outline a cleaning practise to clean and disinfect office areas and equipment

Intended for: Recreation Program Staff

Supplies: Paper towels; dusting cloths, garage bags; approved cleaning solution

Frequency: Before and after the start of each instructional, drop-in program or camp

Procedure

1. Preparation

- Clean hands
- Assemble cleaning and disinfectant solutions, equipment and other supplies
- Prepare cleaning and disinfectant solutions according to manufacturer's instructions

2. Cleaning and Disinfection

- Visually check area for debris, pick items up and dispose into garbage bag
- Ensure high touch traffic areas are clean and disinfected
- Damp wipe tables, chairs with cleaning solution
- Ensure high touch traffic areas are cleaned and disinfected
- Ensure toys and equipment are cleaned and disinfected, between user sets
- Remove all garbage and place it in a garbage bag

Please Note

Floor cleaning of any heavy spills, or heavy staining or garbage, please seek assistance form facility operation staff (custodian)

3. Closing

- Clean and dry all equipment
- Store equipment safely and tidily in a designated storage location
- Clean hands
- Replenish supplies as required (e.g. paper towel)
- Take out supplies needed for next class (if back to back) to ensure participants are not going in and out of storage areas to grab supplies

Expected outcome: Surfaces are free of dirt and dust, are clean and disinfected before and after each instructional program.

Appendix 4: Cleaning Procedures for Fitness Spaces & Equipment

Intended For	Recreation Program and Front-Line Staff	
PPE Equipment	Nitrile Gloves (If Required)	
Supplies	Paper Towels, Dusting Cloths, Garage Bags, Approved Cleaning Solution	
Area	Weight Room Cardio and Strength Equipment	Group Fitness Small Equipment
Frequency	30 Minute Clean After Each Hour Of Use	Following Each Class
Procedure	<p>1. Preparation</p> <ul style="list-style-type: none"> • Clean hands • Assemble cleaning and disinfectant solutions, equipment and other supplies • Prepare cleaning and disinfectant solutions according to manufacturer's instructions <p>2. Cleaning and Disinfection</p> <ul style="list-style-type: none"> • Brush all dry solid materials / dirt off the surface to be cleaned • Wipe the surface with an all-purpose-cleaner first before disinfecting • Using disinfecting cleaner on surface and ensure proper contact time • Wipe the surface clean with a disposable cloth and discard the disposable cloth in a bag separate from the rest of the general waste <p>3. Completing Procedures</p> <ul style="list-style-type: none"> • Clean and dry the spray bottle • Store spray bottle safely and tidily in a secure storage area • Clean hands <p>4. End of Day Deep Clean & Closing</p> <ul style="list-style-type: none"> • Clean and dry all equipment • Store equipment safely and tidily in a designated storage location • Clean hands • Replenish supplies as required (e.g. paper towel) • End of day floor cleaning and garbage removal, please seek assistance from facility operation staff (custodian) 	
Expected outcome	Equipment is free of dirt and dust, is clean and disinfected for next use/class.	

Section 6: Procedures and Posters

The below section is used as a resource, provide by the Recreation Quality Assurance Unit. In addition, Policies and Procedure documents can be found in our document library

[Donning Gloves \(Putting Gloves On\)](#)

[Doffing Gloves \(Taking Gloves Off\)](#)

[Hand Hygiene Procedures](#)

[Toy and Equipment Cleaning Procedures](#)

[Cleaning Guidelines for Fitness](#)

Posters & Signs Poster:

[Poster: Cover Your Cough](#)

[Poster: Hand Hygiene](#)

[Poster: Hand Washing](#)

[Poster: Hand Sanitizing](#)

[Poster: Physical Distancing](#)

[Poster: Stop – Wash Your Hands \(Staff\)](#)