

Guidelines for Sanitation Workers: Community Toilet and Public Toilet Cleaning and Maintenance

Part-I (Awareness on spread of COVID-19 and general preventive measures)

How is the novel coronavirus get transmitted?¹

1. The virus mainly spreads from person to person through respiratory droplet transmission in close contact.
2. The virus can survive on surfaces and can also be transmitted as a contact infection by handling materials or surfaces contaminated with the sputum or respiratory droplet of an infected person.

How to stay safe? - General preventive and mitigation measures

The most effective preventive measures in the community include:

1. Wash your hands regularly with an alcohol-based hand rub or with soap and clean water. If your hands are visibly dirty use only soap and water.
2. Avoid touching your eyes, nose, and mouth.
3. Cover your mouth and nose when coughing or sneezing. Cough/ sneeze into a tissue or flexed elbow and immediately dispose of the tissue.
4. Wear a medical mask if you have respiratory symptoms and wash hands using soap after disposing of the mask.
5. Maintain physical distance (a minimum of 1 metre) from persons with respiratory symptoms.
6. Avoid unnecessary travel and stay away from large groups of people.
7. Stay at home if you feel unwell.
8. Use headphones/ speaker phones when using mobile phone to avoid touching face.

Part II (Specific measures to be taken by sanitary workers at CT/PT)

Recommended good practices at CT/ PT for sanitary workers

1. Work clothes must be worn at the changing area before starting the day's work. Always use mask, gloves, footwear and appropriate clothing (like long sleeved shirt, long trousers and apron) while at the CT/PT premises.
2. Ensure soaps or hand sanitizers are available at the toilet premises and encourage its usage by toilet users.
3. Use physical barriers to ensure at least 1 m distance from the users at the user fee collection counters.
4. Encourage payment through coins. The coins collected may be used after disinfecting.

¹ World Health Organization. (2020). *Water, sanitation, hygiene and waste management for the COVID-19 virus. Technical Brief*. 3 March 2020.

5. Direct users to maintain physical distance (1 m) among themselves and properly clean the toilet bowls after use.
6. Clean frequently touched surfaces (door handles, armrests, table tops, light switches, water taps) frequently (once every 2-4 hours) with disinfectant.
7. Clean the toilet bowl at least two to three times per day. Depending on the usage clean more often.

Recommended practices for cleaning toilet premises and bowls at CT/ PT²

1. Wear gloves, disinfect door handles, taps, shower, mirrors and soap dispensers in the toilet with a wet cloth and disinfectant.
2. Put the cleaning cloth in the laundry bag.
3. While cleaning a toilet bowl, wear protective gloves.
4. Apply detergent on the toilet bowl, on both sides of the lid and on the seat (for Western) and foot rest (for Indian). Flush the toilet.
5. Apply the toilet bowl cleaner on the bowl while paying special attention to stains. Clean the bowl with a toilet brush.
6. Wash the brush when you flush the toilet.
7. Disinfect the gloves and put them in their designated container.
8. Clean the floor with the floor cleaning equipment and the multi-purpose cleaner.
9. Wash and clean the equipment and the gloves as well as their container with water and the disinfecting cleaner. Clean the floor cleaning equipment and the contact surfaces of the cleaner containers with the disinfectant.
10. After this, wash the gloves you wore using disinfectant. Wash your hands with water and soap up to your elbows.
11. Remove your work clothing and put on your personal clothes at the changing area, before you exit the workplace.
12. The work clothes must be washed using disinfectant at the workplace.
13. Use leakproof and easily removable bags in waste bins. Monitor waste bins and do not let them get more than three-quarters full. Empty waste bins daily. The collected bin bags must be closed tightly and disposed as per ULB guidelines.

Part III (Choice of disinfectant and PPE)

Choice of disinfectant

1. Hand wash- preferred option¹:
 - a. Soap and water
 - b. Alcohol-based hand rub (if hands are not visibly dirty)

¹ World Health Organization. (2020). *Water, sanitation, hygiene and waste management for the COVID-19 virus. Technical Brief*. 3 March 2020

² Finnish Institute of Occupational Health. *Cleaning guidelines for the prevention of covid-19 infections*. [Online]. 2020. [Accessed 28 March 2020]. Available from: <https://www.ttl.fi/en/cleaning-guidelines-for-the-prevention-of-covid-19-infections%e2%80%af/>

2. Sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfection of surfaces and reusable gloves.
3. Mildly alkaline all-purpose detergent for cleaning surfaces²

Choice of PPE

1. Cloth mask
2. Gloves
3. Head band and Wrist band
4. Footwear covering whole foot/ gum boots

How to put-on and take off PPE³

**HOW TO PUT ON AND TAKE OFF
Personal Protective Equipment (PPE)**

How to put on PPE (when all PPE items are needed)

Step 1
- Identify hazards & manage risk. Gather the necessary PPE.
- Plan where to put on & take off PPE.
- Do you have a buddy? Mirror?
- Do you know how you will deal with waste?

Step 2
- Put on a gown.

Step 3a OR **Step 3b**
- Put on face shield. OR - Put on medical mask and eye protection (e.g. eye visor/goggles)

Note: If performing an aerosol-generating procedure (e.g. aspiration of respiratory tract, intubation, resuscitation, bronchoscopy, autopsy), a particulate respirator (e.g. US NIOSH-certified N95, EU FFP2, or equivalent respirator) should be used in combination with a face shield or an eye protection. Do user seal check if using a particulate respirator.

Step 4
- Put on gloves (over cuff).

How to take off PPE

Step 1
- Avoid contamination of self, others & the environment
- Remove the most heavily contaminated items first

Remove gloves & gown
- Peel off gown & gloves and roll inside, out
- Dispose gloves and gown safely

Step 2
- Perform hand hygiene

Step 3a
If wearing face shield:
- Remove face shield from behind
- Dispose of face shield safely

Step 3b
If wearing eye protection and mask:
- Remove goggles from behind
- Put goggles in a separate container for reprocessing
- Remove mask from behind and dispose of safely

Step 4
- Perform hand hygiene

Part IV (Hand wash)

Hand hygiene should be performed at all five moments¹

1. Before putting on PPE and after removing it, when changing gloves
2. After any toilet cleaning or maintenance activity
3. After contact with any respiratory secretions

¹ World Health Organization. (2020). *Water, sanitation, hygiene and waste management for the COVID-19 virus. Technical Brief*. 3 March 2020

² Finnish Institute of Occupational Health. *Cleaning guidelines for the prevention of covid-19 infections*. [Online]. 2020. [Accessed 28 March 2020]. Available from: <https://www.ttl.fi/en/cleaning-guidelines-for-the-prevention-of-covid-19-infections%e2%80%af/>

³ World Health Organization. (2008). *How to put on and take off personal protective equipment (PPE)*. [Online]. [Accessed 30 March 2020]. Available from: [https://www.who.int/publications-detail/how-to-put-on-and-how-to-remove-personal-protective-equipment-\(ppe\)](https://www.who.int/publications-detail/how-to-put-on-and-how-to-remove-personal-protective-equipment-(ppe))

4. Before eating
5. After using the toilet

Handwashing procedure shown below⁴

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



⁴ World Health Organization. *How to Handwash*. May, 2009.