



Facilities: Protocol for Cleaning

Family and Children's Services of the Waterloo Region (the Agency) is committed to ensuring the health and safety of our staff, volunteers and clients. Protection and prevention of occupational injury or illness is our objective. Every effort will be made to provide a safe and healthy work environment.

In accordance with government regulations and Public Health Ontario recommendations, the Agency has implemented the following cleaning protocols of Agency spaces:

Individual Offices/Workstations

All **occupied** offices will be cleaned thoroughly on a daily basis. In order to disinfect hard surfaces they must be clear of papers files etc. Employees will ensure their space is prepared for cleaning before they leave the office.

Meeting Rooms/Washrooms/Kitchen Areas

These areas will be cleaned daily and the Agency will ensure that there is a supply of disinfectant wipes and/or disinfectant spray and paper towels available to allow employees to clean surfaces.

Access Space

Access space must be booked in advance. Access rooms will be thoroughly cleaned after each visit and this includes the playground equipment outside the Kitchener Family Visiting space.

High Touch Surfaces

These surfaces will be cleaned twice per day in all common areas and include door knobs, elevator buttons, light switches, toilet handles, counters in common spaces, handrails etc.

Disinfectant Wipes/ Spray Sanitizer and Paper Towels

These products will be readily available in all washrooms, kitchenette areas and meeting rooms. This will allow staff to do additional disinfecting as they deem appropriate.

This protocol is in effect until further notice and will be reviewed and updated as further information becomes available.