

PATHWAYS ABILITIES SOCIETY

PROCEDURE: GENERAL CLEANING AND SANITIZING

APPLIES TO: All Personnel

Original Effective Date: April 26, 2021

Effective Date: December 5, 2022

Replaces Procedure July 27, 2021

1. General cleaning and sanitizing is monitored by site supervisors and managers.

When cleaning and sanitizing:

1. Appropriate PPE must be worn by any and all personnel engaged in cleaning and sanitizing. This includes gloves at all times and masks when using chemicals. Safety glasses may also be worn when using chemicals.

2. All persons in immediate areas being cleaned and sanitized must be notified of said actions prior to commencing them. When mopping, in service areas other than the homes, a wet floor sign must be put up in area being mopped.

3. Prior to commencing cleaning and sanitizing, persons who will be cleaning must check areas for hazards and/or issues present on surfaces that are to be cleaned and sanitized. This includes but is not limited to sharp edges, broken items, and other potential hazards that can cause injury.

4. When cleaning and sanitizing, appropriate care and attention must be given to where chemicals are sprayed, appropriate time for chemicals to be left on surfaces before being wiped, and other items in spray area. Any area that receives chemical spray or particles must be wiped.

5. After cleaning and sanitizing is done, all PPE and items used must be properly disposed of or put away. Cleaning and sanitizing products must be returned to the appropriate designated area after use.

6. Site staff are responsible for ensuring appropriate immediate cleaning and routine cleaning are done in the appropriate period.

123 Franklyn Road

1. Professional cleaners come into clean twice a week at this location.

2. Tables should be wiped down before and after meals/use.

3. Spot cleaning with a rag, mop or broom may occur when spills occur. If a mop is used, a wet floor sign should be put out.

2476 Main Street

1. Tables are wiped down at the beginning and end of each day, as well as throughout the day as they are being used, and before and after each meal.
2. Garbage is emptied daily.
3. Floors are swept and mopped twice a week.
4. The appliances are cleaned behind twice a year.

1216 St. Paul Street

1. A professional cleaner comes in and cleans the building every other week.
2. Staff complete general cleaning in between.

Homes

Staff must support individuals to keep their homes safe, clean and well maintained.

1. Staff read and complete the daily, weekly and monthly items on the Homes Cleaning Checklist.
2. The senior support worker or designate completes Homes Cleaning Monthly Checklist in ShareVision and notifies the supervisor that the list has been completed.
3. The supervisor ensures the homes are safe, clean and well maintained.