



Cleaning, Sanitizing and Disinfecting Protocol

Introduction

- Disinfectants and sanitizers help control the spread of Covid-19.
- Increase cleaning and disinfection frequency of high-touch surfaces and high traffic areas to reduce the risk of spreading Covid-19.
- Increase cleaning and sanitizing frequency of food contact surfaces.

Definitions

- **Cleaning** refers to the removal of organics, soils, dirt, and impurities from surfaces. It does not kill germs, but primes the surfaces so that effective sanitization/disinfection can be performed.
- **Sanitizing** is the process of reducing the number of microbes to an acceptable (safe) level. The manufacturer label will specify the contact time to achieve sanitization and if the surface will require rinsing (regarding food contact surfaces).
- **Disinfecting** is the process of eliminating all microbes from a treated surface. This typically requires longer contact times as specified by the manufacturer label.

Cleaning Hard (Non-porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common registered disinfectants should be effective. Use products that are listed in the MGC Product Guide for Sanitizers and Disinfectants or are approved for use against the virus that causes Covid-19. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time).
- For disinfection, diluted bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 10 minutes for disinfection, 1 minute for sanitization, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix bleach with ammonia or any other cleanser. Non-expired Javex bleach will be effective against coronaviruses when properly diluted.

Electronics and POS (Point of Sale) Equipment

- For electronics such as POS equipment, tablets, touch screens, remote controls, keyboards, and telephones remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer's guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% Isopropyl alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Credit card terminals, if touched by a customer for pin pad entry, must be sanitized after every use.

Power Carts, Service Vehicles and Pull Carts

- Personal Protective Equipment (PPE) must always be worn when disinfecting equipment.
- If necessary, do an initial spray down with water to remove any loose dirt
- DISINFECT the following areas with a hand sprayer using STER-SAN PV RTU.
Apply until wet to the touch surfaces:
 - Steering wheel
 - Arm rests
 - Seats
 - Both sides of the separator/partition, if installed
 - Roof safety handles
 - Lower console (cubbies and cup holders)
 - Reverse switch
 - Keys
 - Club holders (straps, clips, etc.)
 - Rain covers
 - Windshield clips
 - Windshield (inside and out)
- Allow to contact for 10 minutes and wipe off any excess liquid.
- Discard cleaning gloves prior to touching the steering wheel again, apply new gloves, and park the power carts in the storage area.
- Pull Carts - Wash cart and disinfect the handle and bag supports with STER-SAN PV RTU or dilute Javex bleach solution (6%), contact time for 10 minutes and wipe off any excess liquid.

Other Cleaning and Disinfection Areas (High Touch Surfaces)

- Clubhouse / Restaurant / Public Areas
 - Doorknobs / door push bar / door handles
 - Counter tops / service tops / bar tops
 - POS terminals / merchant terminals / handheld devices
 - Handrails / light switches / thermostat controls
 - Sound system and TV channel remote controls
 - Chairs / guest seating areas / tabletops
- Bathrooms / Kitchens
 - Doorknobs / door push bar / door handles
 - Counter tops / sinks / basins
 - Toilet flush handles and seats / paper dispensers / handwash areas
 - Prep areas / kitchen line / service pass
- Staff Room / Offices
 - Doorknobs / door push bar / door handles
 - Counter tops / workstations / desktops
 - Time clocks / staff kitchen area
 - Chairs / staff seating / staff break area