



Cleaning Items during COVID-19 Risk

We **must treat every item as if it has been used by someone infected with COVID19**, even though chances of that being the case will be remote.

When an item is returned, we will disinfect it and then put it on quarantine for a minimum of 36 hours. This means it will stay in the workshop on the shelf assigned for items in quarantine before it's stored.

We will use reusable gloves, goggles, face-covering when receiving items. Take the item to the workshop, disinfect using rubbing alcohol or the bleach solution provided, label it with the date it was disinfected and place it on the appropriate shelf.

The item will be disinfected one more time before it goes out again.

How to disinfect an item:

- wear reusable gloves, goggles, and face-covering provided. Masks should always be freshly laundered. Once cleaning is over, gloves should be sealed in a plastic bag, labeled with the date they were used and then stored securely for 5 days in the quarantine shelves. They will be ready to be reused the following week.
- using a cloth, clean the item with the cleaning products provided, being careful not to damage electric tools with too much liquid. Use judgement to decide if this is appropriate for the particular tool.
- Pay particular attention to frequently touched areas and surfaces, such handles or carry cases.
- wash hands regularly with soap and water for 20 seconds before and after using the gloves and handling items.