

OFFICE CLEANING GUIDELINES (CANADA)



Last updated: September 5, 2023

Preventing the spread of communicable diseases in the workplace is essential for the health of the building occupants. We recognize that appropriate cleaning procedures are vital to slowing the spread of communicable diseases like COVID-19 and the flu. We clean and disinfect our workspaces in accordance with recommended best practices for occupied buildings.

The following checklist provides guidance on cleaning activities that are recommended as part of a daily routine in the office.

Daily cleaning recommendations for staff

- Clean desk surfaces with disinfectant available from the cleaning station on your floor.
- Clean phone and desk accessories.
- When cleaning electronics, don't spray directly on the equipment but instead spray disinfectant on the paper towel or wipe.
- Take your tablet home.
- Take your personal food items, cutlery and food containers home.
- Empty garbage and recycling from individual workspace.
- Protect sensitive information and file it away or if no longer needed, place it in the confidential shred-bins in the copy rooms.
- Please ensure cleaning supplies are returned to the sanitization stations.

Recommendations for cleaning shared workstations

Clean all individual workspaces with the Cenovus-supplied disinfectant wipes or solutions is recommended before and after each use, including the following:

- Desk surfaces
- Chair arms
- Keyboard
- Mouse
- Phone

Recommendations for cleaning common areas

This means meeting and breakout rooms, working hubs, hotel office stations. It's recommended that the following touchpoints are wiped down **before and after** each use:

- Door handles
- Chair arms
- Desk surfaces
- Whiteboard markers and whiteboard supplies
- Light switches, thermostats and window blind chains
- Technology, including Crestron panel, room keyboard, room mouse
- Phones

Common/shared spaces, like kitchens, will have extra cleaning during the day. However, as cleaning may not occur in between staff using the space, it's recommended that staff wipe down all surfaces they touch in these areas.

Disinfectant wipes and hand sanitizer will be available in each kitchen and it's recommended that the following touchpoints are wiped down **before and after** each use:

- Counter tops
- Fridge/freezer handle
- Microwave handles and buttons
- Sink and faucet
- Filtered water taps
- Cupboard/drawer handles, recycling drawers handles, coffee machine.