

Influenza A (H1N1) Hygiene Check List

Preliminary Question: Do you prepare or sell food and drink?

If YES, go to FOOD SAFETY Section

If NO, go to BUILDING SERVICES Section

Question	Food Safety	Actions required if answer is no
Q1	Does each site have a nominated supervisor responsible for cleaning and hygiene?	Appoint and train someone to be responsible for cleaning and hygiene.
Q2	Have you communicated to your staff about the Current swine flu situation?	Ensure that each worker is informed about swine flu, the signs and symptoms, the spread of the flu among people and how he/she can minimise the risk by their correct behaviour. Ask JD for help with posters and other available material.
Q3	In particular, have you reminded staff about procedures for sneezing or coughing?	Ensure that staff do not sneeze or cough into hands.
Q4	Do you have a policy for staff with possible flu symptoms?	Ask staff with possible symptoms to stay away from work and to remain at home.
Q5	Have you specifically explained to staff how important good hand hygiene is?	Ensure that all staff are aware of this advice and follow it at all times. Talk to JD if you are concerned that your hand washing procedures are not adequate.
Q6	Are hand soap dispensers properly filled and working?	Ensure that products and facilities are available at every sink.
Q7	Do you have communication material such as posters reminding people to wash their hands?	Ensure that hand washing posters are at each sink where people wash their hands.
Q8	Do you have a procedure to clean and disinfect high touch surfaces?	Toilet seats, restroom fixtures, desks, door knobs, light switches, desk tops, telephones, door push plates, elevator buttons, tables and working places in canteens etc should be cleaned and disinfected regularly. This should be more often than usual.
Q9	Do you already have documented cleaning procedures for all areas of your operation?	Prioritise those high risk areas and ensure that you have documented cleaning plans in place as soon as possible.
Q10	Do you have a waste management plan in place for all areas?	Ensure that waste areas are clean and tidy and that correct hand washing takes place after handling waste.

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Q11	Have you recently checked compliance with cleaning and waste management procedures?	Check procedures are understood and being carried out by all staff.
Q12	If required, do you have available disinfectant products that are approved for killing viruses such as swine flu?	Ensure that you have available a disinfectant which has correct support data to show efficacy.
Q13	Do you have a colour coded scheme for cleaning and cleaning materials that are being adhered to?	Ensure that all staff are aware of colour coding requirements.
Q14	Are you aware of how to get latest updates on the swine flu situation?	Check with local government authorities, websites as listed or contact Diversey.
Q15	Is there adequate ventilation where staff are working?	Ensure that rooms are ventilated by opening windows where possible.
Q16	Do you have a communication plan for supervisors handing over or managing different shifts?	Ensure that each supervisor informs the next person after his/her shift of any changes or additions to normal procedures such as additional cleaning routines.
Q17	Are cleaning and disinfecting products being used at correct concentrations?	If manually dosed, ensure staff are measuring out products correctly. If dosed or dispensed using equipment, ensure that it is working correctly.
Q18	Do you have enough cleaning products and utensils for frequent cleaning?	Ensure that you have adequate stocks or ability to wash re-usable items such as microfibre cloths.
Q19	Will staff have to empty bins containing used tissues?	Ensure that correct procedures are in place - this is not clinical waste but ensure it is well wrapped and sealed in a plastic bag before being disposed of.. Ensure that staff follow hand washing procedure after sealing and again after disposing of bag