

**CLEANING POLICY**

For Licensed Establishments

Proper facility cleaning and hygiene can help prevent disease spread. All facilities are encouraged to have in place hygiene practices, including frequency and cleaning of high-touch surfaces. A cleaning policy is also recommended for cleaning and disinfecting in the event of an employee or customer illness. Employers should consider having a written policy and review it with staff. The policy or documents can have attached CDC/EPA sector [specific guidance and cleaning instructions](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html). Businesses should think about using a log sheet for documenting review of the policy and to ensure compliance by all staff. A sample policy is provided on the next page.

## Resources for Facility Cleaning

* [EPA-approved disinfectants](https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants)
* [DATCP Cleaning Up Vomit or Diarrhea](https://datcp.wi.gov/Documents2/VomitDiarrheaCleanupFactSheet.pdf)
* [DATCP Suggestions for Vomit and Diarrhea Clean Up Kit](https://datcp.wi.gov/Documents2/VomitDiarrheaCleanupKitFactSheet.pdf)
* [Washing and Sanitizing Food Contact Surfaces](https://datcp.wi.gov/Documents/SurfacesFactSheet.pdf)

## Notes

* This policy could be made less generalized depending on the establishment’s needs.
* Wisconsin Food Code section 2-501.11 requires vomit and diarrhea clean up procedures. It is implied that these are written so that all employees understand what to do in case of a vomiting or diarrheal event.

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**SAMPLE FACILITY CLEANING AND HYGIENE POLICY**

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all [BUSINESS] employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

[BUSINESS NAME] is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

[BUSINESS NAME] is responsible for training all employees on the proper use of cleaning supplies and safety concerns of products used.

[BUSINESS NAME] is responsible for explaining to all employees how to clean and disinfect~~.~~

[BUSINESS NAME] is responsible for providing a cleaning schedule to all employees.

In addition, [BUSINESS NAME] has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

## Person-in-charge must ensure:

* All employees understand facility cleaning and hygiene procedures.
* The cleaning frequency of the facility is monitored, including the restrooms.
* High-touch (keypads, pens, counters, etc.) and other surfaces are disinfected regularly;
* Only [EPA approved disinfectants](https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants) are used.
* Handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels.
* Where possible,hand sanitizer is provided for customer and employee use throughout the facility and at employee workstations.
* Provide supplies to employees for cleaning.

## Employees are responsible for:

* Replenishing or letting the person-in-charge know when cleaning supplies are low;
* Performing cleaning as scheduled;
* Using proper disinfecting supplies.