COVID-19

Mitigating measures for the cleaning of commonly used workplaces, tools and equipment

Pool vehicles

- Deposable wipes
- Designated waste container
- Hand sanitizer
- Cloth masks

Before driving:
- Wear a cloth mask.
- Wash or sanitize hands before cleaning, opening or operating vehicles.

1. Clean all commonly touched surfaces to access or control vehicles, before use e.g. door handles, gear shift, instrument panel, steering wheel, etc. using wipes.
2. Dispose of used wipes into designated holder.
3. Sanitize hands before leaving the vehicle.
4. Sanitize hands upon return to vehicle.
5. Repeat the cleaning practice at end of shift (single user) or before vehicle exchange (multiple users).
6. Regularly dispose of used wipes into domestic waste.
7. Complete vehicle handover checklist at the end of each use.

Commonly used equipment and tools

- Household PVC / Surgical gloves
- Re-usable cloths for specific areas
- Cleaning solutions:
  - 10 % Household bleach
  - 70% alcohol-based
- Hand sanitizer (solution with at least 70% alcohol)
- Cloth masks

Before use:
- NB! Wear respirator where required; otherwise
- Wear a cloth mask.
- Wash or sanitize hands before cleaning, or handling tools and/or equipment.
- Collect cleaning solution.

1. Wear Household PVC / Surgical gloves when handling cleaning solutions.
2. Wipe portable equipment and tools using a cloth and cleaning solution.
3. Clean cloth after use and prior to storage.
4. Wash used gloves with soap and warm water.
5. Dispose cleaned disposable gloves in domestic waste; or store cleaned re-usable gloves in a designated area.

Shared offices, meeting rooms, control rooms and workshops

- Household PVC / Surgical gloves
- Re-usable cloths for specific areas
- Cleaning solutions:
  - 10 % Household bleach
  - 70% alcohol-based
- Hand sanitizer (solution with at least 70% alcohol)
- Cloth masks

Before use:
- Wear a cloth mask.
- Wash or sanitize hands before donning Household PVC / Surgical gloves before handling cleaning solutions.
- Collect cleaning solution and cloth.

Note:
- Establish a cleaning schedule for workplaces based on frequent usage.
- Cleaning staff must be trained on safe cleaning practices.

1. Wear Household PVC / Surgical gloves when handling cleaning solutions.
2. Clean all commonly touched surfaces, e.g. doorknobs, light switches, keyboards, pointing devices, etc.
3. Before and after meetings, ensure that all high-contact surfaces are cleaned (e.g. tables, chairs, light switches and control).
4. Wash used gloves with soap and warm water.
5. Dispose cleaned disposable gloves in domestic waste; or store cleaned re-usable gloves in a designated area.

Amenities (e.g. kitchens, ablutions, pause areas) Meeting rooms

- Household PVC / Surgical gloves
- Re-usable cloths for specific areas
- Cleaning solutions:
  - 10 % Household bleach
  - 70% alcohol-based
- Hand sanitizer (solution with at least 70% alcohol)
- Cloth masks

Before use:
- Wear a cloth mask.
- Wash or sanitize hands before donning Household PVC / Surgical gloves before handling cleaning solutions.
- Collect cleaning solution and cloth.

Note:
- Establish a cleaning schedule for workplaces based on frequent usage.
- Cleaning staff must be trained on safe cleaning practices.

1. Wear Household PVC / Surgical gloves when handling cleaning solutions.
2. Clean all commonly touched surfaces, e.g. doorknobs, light switches, keyboards, pointing devices, etc. (e.g. kitchens, ablution facilities, etc.).
3. Clean all commonly touched surfaces (e.g. taps, door handles, microwaves, fridges, toilet surfaces, etc.) regularly during operational hours at pre-determined intervals based on operational requirements.
4. Wash used gloves with soap and warm water.
5. Dispose cleaned disposable gloves in domestic waste; or store cleaned re-usable gloves in a designated area.
6. Repeat cleaning and disinfecting practices at the end of each shift or shift handover.
7. Complete handover checklist at the end of each shift.

Note:
- All employees need to be trained in the care and use of gloves and cloth masks, including the cleaning and limitations thereof.
- Disposable masks are regarded as biological waste.
- All re-usable cleaning cloths to be washed after each use and kept clean.
- **Wearing gloves or sanitizing hands will not stop transmission if you touch a potentially contaminated surface and then touch your face with a contaminated glove or hand.**
- As a general guide, schedule cleaning of surfaces used by the same group of persons at least 3 x per day; increase the cleaning frequency as the traffic into the area increases.

COVID-19

Mitigating measures for the cleaning of ventilation equipment

Office	Shared offices, meeting rooms, control rooms and workshops	Medical Centre, Dispatch and Security offices
Servicing/cleaning protocol should stay the same, i.e. at least 3-monthly • Offices where the air-conditioning units have been off due to personnel working from home during the lockdown period require additional consideration from a *Legionella* perspective once being brought back on-line. • Consider running those with ample natural ventilation for ±1 hour before allowing traffic back into office.	**Servicing/cleaning protocol should stay the same, i.e. at least 3-monthly** Positive case: where the person(s) have been stationed, i.e. any type of office, or control room. • Initiate decontamination of area and the air-conditioning unit(s).	Increase cleaning frequency to monthly as a precautionary measure due to more than usual unknown traffic.

Wear the required Personal Protective Equipment (PPE) during cleaning:

1) Disposable gloves, overalls or a lab coat to protect contamination of clothing.
2) Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
3) All staff must be fully trained on donning and doffing required PPE to prevent cross contamination

NOTE: Wearing gloves or sanitizing hands will not stop transmission if you touch a potentially contaminated surface and then touch your face with a contaminated glove or hand.

COVID-19

Enhanced cleaning protocol for areas with probable contact cases

[Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html ; Environmental Health and Safety University of Washington: https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf ; World Health Organization (WHO) Cleaning and disinfection of environmental surfaces in the context of COVID-19]

Note:

Buildings and/or specific rooms and areas where a **COVID-19 positive case** was confirmed with possible contamination the following steps needs to be taken:

Manager / Incident owner	RES	Service Provider
1. Call RES hub service desk at (016 920 5000 / Sasolburg.RES@sasol.com); 2. Inform the Soft Services Lead, Alice Govender (alice.govender@sasol.com) and/or Soft Services Supervisor, Alwena Hendrikz (alwena.hendrikz@sasol.com) 3. Identify the areas that require enhanced cleaning. 4. With support from RES, cordon off identified areas to prevent access during cleaning. 5. Coordinate with building managers / administrators.	1. Request service from Service Provider 2. When Service Provider arrives on scene confirms risk assessment and processes.	When Service Provider arrives on scene: 1. Confirms risk assessment and processes with Manager / Incident owner and RES. 2. Deep clean area (s) as per protocols. 3. Remove all waste generated from the cleaning process as per waste management procedure.

COVID-19
Enhanced prevention cleaning protocol

[Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html ; Environmental Health and Safety University of Washington: https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf ; World Health Organization (WHO) Cleaning and disinfection of environmental surfaces in the context of COVID-19]

General guidance:

1) Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as Conference and Control rooms, mess/restrooms, permit issuing offices, handrails, communal tables, taps, handles, doorknobs, shared tools, shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus (COVID-19).

2) Practice good hand hygiene after cleaning and/or disinfecting, and always:
   - Wash hands often with soap and warm water for at least 20 seconds.
   - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.

Safety guidelines during cleaning and disinfection:

1) Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves were removed.
2) Wear eye protection when there is a potential for splash or splatter to the face.
3) If overalls are not worn, aprons are recommended to protect personal clothing.
4) Store chemicals in labeled, closed containers. Keep them in a secure area away from foodstuff. Store them in a manner that prevents tipping or spilling.

Cleaning and disinfection of surfaces:

1) Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
2) Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
3) Ensure that a registered disinfectant is used against the novel coronavirus. Refer to the list of products pre-approved (https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf) for use against emerging enveloped viral pathogens. (NB: These products are for use on surfaces, NOT humans).
4) Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g. dilution concentration, application method and contact time, required ventilation, and use of Personal Protective Equipment).
5) Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, use alcohol-based wipes or spray containing at least 70% alcohol. The use of alcohol-based products may reduce the risk of damage to sensitive machine components and/or rubber-covered surfaces. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

COVID-19

Enhanced prevention cleaning protocol

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Guidance on Cleaning Surfaces and Products:

Hard non-porous surfaces:

1) A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA-registered disinfectant for use against COVID- 19.
2) Prepare a 10% diluted sodium hypochlorite (household bleach) solution if supplied in powder or granule form, by doing the following:
   - Mix five (05) tablespoons of sodium hypochlorite (household bleach) nto five (05) liters of water.
   - After application, allow two (02) minutes of contact time before wiping, or allow to air dry (without wiping).
   - Solid sodium hypochlorite (household bleach) (powder or granules) are also available as concentrated, high-test sodium hypochlorite (household bleach).

Soft (porous) surfaces (Carpeted floor, rugs, and drapes):

1) Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
2) After cleaning, wash items (as appropriate) in accordance with the manufacturer's instructions. If possible, wash items using the warmest appropriate water setting for the items and dry items completely.

Electronics (Consult manufacturer recommendations on cleaning products):

1) If no guidance is available, use alcohol-based wipes or spray containing at least 70% alcohol. The use of alcohol-based products may reduce risk of damage to sensitive machine components.
2) Whenever possible, consider using wipeable covers for electronics.
3) Dry surfaces thoroughly to avoid pooling of liquids.

Note:

Spraying or fumigation of outdoor spaces, such as streets or outdoor places, is not recommended. It will not kill the COVID-19 virus or other pathogens because the disinfectant is inactivated by dirt and debris. It is also not feasible to manually clean and remove all organic matter from such spaces.

Spraying porous surfaces, such as sidewalks and unpaved walkways, would be even less effective. Even in the absence of organic matter, chemical spraying is unlikely to adequately cover all surfaces for the duration of the required contact time needed to inactivate pathogens.

Furthermore, streets and sidewalks are not considered to be reservoirs of infection for COVID-19. In addition, spraying disinfectants, even outdoors, can be harmful for human health.

Spraying individuals with disinfectants (such as in a tunnel, cabinet, or chamber) is not recommended under any circumstances. This could be physically and psychologically harmful and would not reduce an infected person's ability to spread the virus through droplets or contact. Spraying individuals with corrosives and/or toxic chemicals could result in eye and skin irritation, bronchospasms due to inhalation, and gastrointestinal effects such as nausea and vomiting.

If a COVID-19 positive case is confirmed in the workplace, follow the COVID-19 Disinfection protocol

COVID-19
Persistence of Virus on surfaces

[Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html ; Environmental Health and Safety University of Washington: https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf ; World Health Organization (WHO) Cleaning and disinfection of environmental surfaces in the context of COVID-19]