



Spearhead Huts

Hut cleaning and sanitation guidelines

The Spearhead Huts are user-maintained. This document describes your cleaning and hygiene responsibilities as a hut user and provides background and instruction on proper cleaning, sanitizing and disinfecting.

Following the guidelines set out in this document is your first wall of defense against transmission of COVID and other communicable diseases, both within your hut party as well as between hut parties.

Your adherence to these guidelines will help ensure a safe space for your stay and will help us keep our huts open during this pandemic.

Thank you for your cooperation and have a great hut trip!

Please print this document and bring it with you to the hut.

Hut cleaning at a glance

As an SHS hut guest, you are required to understand the contents of this booklet and to complete all of the associated tasks:

Hut user cleaning tasks

1. Read this document to understand your cleanliness responsibilities as a hut user. Ensure that your group is informed and prepared before leaving for the trip.
2. Know which personal protective equipment (PPE) is supplied by the ACC and what you need to bring to the hut.
3. Hut Arrival Checklist – complete all tasks in this list before settling in to the hut.
4. Hut Departure Checklist – complete all tasks in this list before leaving the hut.
5. Clean-up and hand hygiene – keep your hands clean during your stay.
6. Waste disposal – pack out your used cleaning supplies.

These responsibilities and tasks are detailed in the following pages.

Hut cleaning instruction documents

The following documents are included here for your information. Please read them and refer to them while performing your cleaning tasks.

1. The difference between cleaning, sanitizing and disinfecting
2. About Cleaning
3. About Disinfecting
4. Dish cleaning and sanitizing (3-sink method, shown on final page)

1) Hut User Responsibilities

Hut parties are required to clean and disinfect the hut upon arrival and before departure. The detailed steps are listed in the arrival and departure checklists, below.

All members of the party should be aware of the group's responsibilities. This will make the tasks more manageable by sharing the work.

Setting an expectation for the group before the trip begins that there is a cleaning task list to be completed on arrival will reduce confusion, and ensure that the work is completed.

Setting an expectation that there is a cleaning task list to be completed before departing the hut will help ensure that the hut is left in clean and sanitary condition for the next party.

Note that some personal protective equipment (PPE) must be supplied and carried in by your party and that other equipment is supplied at the hut by the SHS. Plan ahead and ensure that your group has all the necessary equipment packed.

All used PPE (along with all other hut garbage, recycling, unused food, etc.) must be packed out at the end of the stay. Planning for packing out will help you keep unnecessary items to a minimum and will make your trip more enjoyable.

If you require more information about any of these responsibilities, please contact the Spearhead Huts Office at info@spearheadhuts.org

2) Personal Protective Equipment (PPE)

Personal Protective Equipment is an important tool in stopping the spread of Covid-19 and other communicable diseases. Please bring and use the following items:

Facemasks (one for each member of the party):

Facemasks must be worn upon entering the hut for the first time. While there are typically down days between bookings, the hut may have been occupied by SHS hut custodians or by other travellers in an emergency. Cleaning the hut may disrupt and cause viruses to become airborne.

All hut users must wear appropriate safety equipment and protective clothing. Our huts are equipped with rubber long-sleeved gloves to be used while cleaning and disinfecting.

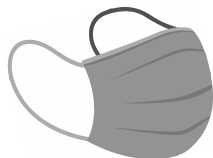
Please bring your own disposable masks and gloves to the hut and wear when necessary while cleaning and disinfecting. Cleaning and disinfecting supplies are available for use and are stocked by ACC volunteer custodians but please try to be frugal with your use of cleaning supplies.

Provided at all huts

- Sunlight (Detergent)
- Bleach
- Scrubbies
- Mop
- Sanitizing Solution
- Hand Sanitizer
- Vacuum Cleaner
- Long rubber gloves

Recommend guests bring

- Disposable gloves
- Face masks
- Paper towel



3) Arrival Checklist

Complete the following checklist upon arriving at the hut. Please note that this list is a minimum requirement. Use your judgement to decide if additional cleaning and disinfecting is required.

Step 1: Orientation

- Stop & think:** identify hazards, assess, and control before moving forward. Is there something that seems abnormal? Trust your instinct and take precautions.
- Before entering, put on gloves and mask.** Treat the hut as if it has not been disinfected.
- Familiarize yourself** with the location of all exits, fire extinguishers, and the location of the on/off valve for the propane tanks.

Step 2: Open the Hut

- Water supply:** use the provided grey buckets to collect snow for melting or go down to the lake with a blue container, pump and backpack to collect water. You are responsible for the potability of your own water.
- Warm the cabin:** Use the fireplace to heat the hut if cold. Please conserve propane and follow posted instructions. Heat in the bunk level and drying room has been shut off for the summer.
- Wash all dishes:** You will need to wash all the dishes you will use, using the 3 sink method, including all cutlery, dishes, pots and pans, etc.
- Prepare cleaning solution:** Using wash basins, prepare a cleaning solution and disinfecting solution that will be used for the rest of the hut.

Clean and disinfect: Review the cleaning and disinfecting instruction documents on the

- Start in the kitchen and living space** including all counters, cupboards, tables, chairs and touch points in the common spaces.
- Move to the sleeping quarters** including under the mattresses and bed frames.
- Remember to mop and disinfect all floors.** Avoid sweeping if possible, as this will cause contaminants to become airborne. Wear a mask if sweeping is required. If rodent droppings are present, spray with bleach mixture before wiping up.
- Clean the outhouse.** Make sure to clean and disinfect the outhouse. It will feel great to know that you have cleaned and disinfected the toilet seat. While you are there, check on barrel levels. If waste is within 4 inches from the top of barrel, please change the barrel.

4) Departure checklist

On the day of departure, before you leave the hut, make sure the following tasks are completed.

Complete all the cleaning and disinfecting steps mentioned in the arrival checklist.

Dry and put away clean, disinfected dishes.

Organize and tidy up the hut areas including organizing kitchen supplies.

Do not stock water.

Make sure not to leave anything behind. Pack out all garbage, food particles from dish washing, used gloves and cleaning supplies.

Remove all unused food from the hut. Leftover food (even unopened) is rarely used by another party and attracts rodents. During Covid, another party using food left in the hut is even less likely.



5) Clean-up and Hand Hygiene

Washing hands frequently is the single most important step in stopping the transmission of diseases in a hut.

Make sure to clean hands often during your stay. We advise that you prepare a bin of warm, soapy water and a rinse bin of fresh water for use during your hut stay.

Wash hands in the warm water with soap for at least 20 seconds and then rinse with clean water.

If soap and water are not readily available and hands are not visibly dirty, an alcohol-based hand sanitizer may be used. If hands are visibly dirty, always wash your hands with soap and water.

When gloves are used, be sure to clean your hands immediately after gloves are removed.

Clean and sanitize all cleaning tools before putting away or reusing them yourself.

6) Waste Disposal

Gloves may be re-used during your stay, provided that you clean and disinfect them between uses. Gloves that are used during your hut stay are not useable by another group. Please place used gloves and other waste generated during cleaning in a separate waste bag, close the bag tightly and pack it out with your other waste at the end of your trip.

Hut Cleaning Instructions

The difference between cleaning, sanitizing and disinfecting

To protect yourself and your party from Covid-19, you must disinfect the hut and the dishes and implements that you use. Refer to the diagram below to understand the difference between cleaning, sanitizing and disinfecting.



About Cleaning

If surfaces are dirty, they should be cleaned using a detergent or soap (Sunlight, etc.) and water prior to disinfection. Dish soap is supplied at the hut.

Start cleaning from cleaner areas and proceed towards dirtier areas, and from higher areas towards areas closer to the floor. All surfaces that are frequently touched need to be cleaned thoroughly and frequently. Floors should be included in the cleaning procedure. Use a small amount of detergent or soap to clean the floor. There is generally a mop at each hut. Use the mop and a bucket for this task. Once complete, the floor should be mopped with only water to rinse the floor of any detergent.

We recommend starting in the kitchen and working towards the dining area, bunks and cleaning the outhouse last.

Make sure that you are cleaning surfaces with a clean paper towel or sponge. We do not want to just spread the dirt over many surfaces by cleaning with dirty supplies.

Dispose of used water according to the greywater instructions in the hut.

About Disinfecting

We provide household bleach for disinfection purposes at SHS Huts. Prepare a fresh 50:1 water to bleach solution daily to ensure effectiveness. Using a washing bin, combine 20 mL bleach to 1 L of water to create a 0.05% sodium hypochlorite solution.

While wearing cleaning gloves, use a fresh sponge or paper towel to wipe down common surfaces ensuring the surface is visibly wet. Bleach only works while it is wet! The surface should remain wet for a period of 10 minutes to ensure disinfection. This includes floors. After cleaning the floors, use a bleach/water mix to mop the floors.

In most cases, it will be difficult to keep a surface wet for 10 minutes. Be aware that this means you are most likely sanitizing a surface, not fully disinfecting.

Dispose of used bleach solution according to the greywater instructions in the hut.

Dish Cleaning and Sanitization:

