



CITY OF PROVIDENCE

WORKPLACE CLEANLINESS POLICY

Purpose

To maintain a healthy and productive work environment, this policy outlines the standards for workplace cleanliness. Adhering to these guidelines helps ensure a pleasant work environment, promotes the overall well-being of all employees, and quality of service to constituents.

Scope

This policy applies to all employees, interns, fellows, volunteers, and contracted employees of the City of Providence.

Policy

Cleanliness plays an integral role in ensuring the safety and quality of the workspace while conducting City operations. Maintaining professional hygiene in public areas is essential. All employees must adhere to the following standards.

1. Workplace Cleanliness

A. **Personal Responsibility**

1. Employees are responsible for maintaining the cleanliness of their own work areas. This includes organizing desk items, maintaining the cleanliness of electronic devices, and disposing of personal trash properly.
2. Employees are also expected to maintain their own personal cleanliness and hygiene. Refer to the [Appearance Policy](#) for additional information.

B. **Personal Items**

Items, such as mugs, dishes, and utensils, should be taken home daily or stored in a clean area allowed by department directors, or supervisors, and cleaned thoroughly.

C. **Workspace Sanitization**

Employees should regularly use proper city-supplied cleaning supplies and products to clean high-touch surfaces in their workspace, such as keyboards, phones, and desk surfaces.

D. **Common Areas**

Locations, such as break rooms, conference rooms, and restrooms, should be left clean and organized. Employees should promptly clean up any spills or messes they create

E. **Reporting**

Report any significant spills or property damages identified to the appropriate supervisor and/or Department of Public Property immediately.

2. Cleaning

With exception of departments with designated cleaning staff as a function of their position, the Department of Public Property will arrange for regular cleaning of common areas and offices. This includes daily cleaning of high-touch surfaces, periodic sanitation of carpets and upholstery.

3. Food Storage

A. **Designated Areas**

1. Food should only be stored in designated areas.
2. Employees are encouraged to use the provided refrigerator(s) for food storage, if one is provided.
3. It is expected that employees will clean up after each meal or snack and dispose of food waste in the designated bins.

B. **Storage Practices**

1. Use designated storage areas for personal food items, labelling them with your name and date when possible.
 2. Perishable items must be stored in the refrigerator or freezer as appropriate.
 3. Non-perishable items should be kept in closed containers to prevent pests.
 - C. Ensure refrigerators are cleaned out at least weekly, discarding old or expired items. Items not removed may be subject to removal by supervisors or the appropriate management staff to ensure cleanliness and safety.
 - D. Additionally, ensure that all shared food storage or processing areas (microwaves, toasters, etc.) are always maintained in a clean and sanitary condition by employees utilizing such equipment and areas.
4. **Compliance**
- A. All employees are expected to adhere to these guidelines.
 - B. Supervisors are responsible for enforcing the policy and addressing any issues of non-compliance. Continued failure of compliance should be communicated to the Department of People and Culture.
 - C. A continued failure to comply with these cleanliness and hygiene standards may result in disciplinary action up to and including termination.

Related Policies:

Discipline Policy

Code of Conduct

Vehicle Use Policy

Appearance Policy

Other Related Information:

Local 1033 Collective Bargaining Agreement

Formerly Workplace Cleanliness and Food Storage Policy