

Cleaning Procedures- Best Practices – March 20th 2PM

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Description of issue: Employers have identified procedures to limit exposure to COVID-19 through thorough and effective cleaning procedures.

General best practices:

- Share best practices and how your company will be implementing them at your own facilities.
- Clearly define what the roles of maintenance staff and roles of individual employees.
- Provide specific recommendations for cleaning methods, supplies, and frequency.
- Communicate a clear plan of actions in preparation of escalating concerns.
- For office cleaning: If you have cleaning personnel and materials for more floors than are required, as work from home grows, keep all cleaning capabilities and provide a “white glove services” for those employees required to come onsite

Detailed sample communication below:

Sample A: International Manufacturing company

General Disinfection Measures

This checklist should be implemented in places of work to reduce the risk of spread of infection

- The cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect employees
- Along with these work place disinfection activities, good personal sanitary practices including washing hands after bathroom use are also necessary

Disinfection Frequency in Workshops and Offices

No.	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
1	Work cell common surfaces	Including control buttons, tools and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, Desk and Conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	After each meeting and end of day
3	Conveyor Belts	Wipe areas of common employee interphase		Spray with sprayer	At least once respectively in the morning and afternoon
4	Moveable Trays or Containers	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per shift if contacted by 1 person only; Otherwise, between users
5	General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with sprayer, or wipe	At least four times per day
6	Cafeteria/Canteen	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals

Note: Records must be properly kept for each disinfection

Disinfection Frequency in Workshops and Offices (Cont'd)

No.	Area/Place	Disinfection Content	Disinfectant	Disinfection Method	Frequency
7	Tableware	Disinfection of tableware	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Place in a high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After cleaning
8	Vending Machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Daily
9	Forklifts	Wipe areas of common human interaction		Spray with sprayer	After each use
10	Multi-User Safety Vest and other PPE	All surfaces		Spray with sprayer	Between use
11	Transport Vehicles	Common surfaces (e.g. Seat surfaces, rails, belts, door and window controls)		Spray with sprayer	After each use
12	All Floors and Walls	All general Floors and Walls at site		Mop	Periodic, where frequently touched; Mop hard surfaces daily

Sample B: International manufacturing company

Should a viral threat become more likely; reaching State or County proximity, we will consider increasing the frequency of cleaning, and prepare for potential facility closure. There are three concurrent workstreams to be considered; Supplies, Cleaning, and Communication.

Supplies

Deploy increased supplies throughout all facilities of:

- Disinfecting wipes (Clorox wipes with EPA-approved emerging viral pathogens)
- Hand sanitizer (hand sanitizer with over 60% alcohol)
- As the threat of a pandemic increases, so does the likelihood of lower staffing, so future needs must be calculated and lists of supplies must be kept on hand in case of pandemic by the facility contact, which should be monitored for appropriate levels, and estimated increased ongoing needs.

Cleaning

Implement enhanced cleaning services, substitute cleaning solutions to better attack virus (with bleach or other ingredients that state EPA approved emerging viral pathogens or Clorox 360 machines), focus attention on communal, public, and highly trafficked areas and increase frequency of cleaning to the following standards:

- Restrooms:
 - Counter tops, sinks, faucets, toilets, urinals, stalls, doors. Light switches, soap dispensers, sanitary dispensers
 - Recommended frequency—after each break
- Break Areas:

- Tabletops, chairs, benches, trash receptacles, buffet lines, registration stations, doors, vending machines, refrigerators, handles, doors, light switches, napkin holders
- Recommended frequency—after each break
- Wellness Areas:
 - All wellness centers should be closed in the event of a pandemic.
- Common Areas:
 - Concierge stations, elevators, stairs, coffee machines, phones, light switches, doors
 - Recommend frequency—3x per day (morning, noon, night)
- Conference Rooms
 - Tabletops, chairs, phones, white boards and utensils, light switches, doors
 - Depending on the face-to-face guideline recommendations, conference room use may be at a minimum
 - Recommended frequency—After each meeting
- Offices
 - Tabletops, chairs, keyboards, phones, light switches, doors
 - Recommended frequency—1x per day

Communication

While there is no specific communication required for this advanced cleaning phase, it is important to prepare relevant team leaders and support services staff for the possibility of facility closure. For subject introduction and talking points, the following email could be sent:

“Dear Colleagues,

As you may have seen, we’ve stepped up our cleaning protocols again to try to help keep our facilities safe. We should all be prepared for the next phase of the pandemic response which is the closing of a facility. If you suspect any of the following scenarios:

- Scenario 1
- Scenario 2
- Scenario 3

You should be prepared to discuss it with your local leadership. They will discuss options with global leadership to inform you of next steps. If we do decide to close a facility, you may be asked to join a situation room to help assess all risks, compose contingency plans, and ultimately bring a facility back online.

You play a vital role in helping keep our people and business safe, so please keep a careful watch for signs of pandemic, and do not hesitate to mention even the slightest thing.

Sincerely,”

Sample C: International Manufacturing company

What We're Doing, and What You Can Do, to Help Stay Healthy

Public health organizations like the World Health Organization (WHO) and Center for Disease Control (CDC) are providing guidance on how we can stay safe amid the COVID-19 (coronavirus) outbreak. We are taking precautions within our own spaces, too.

The most important thing we can all do is stay calm and take the same types of precautions we use to prevent the flu or other respiratory virus. Practicing good hygiene is the most effective way to protect ourselves and our loved ones and prevent the spread of viruses year-round.

Stick with the basics:

- Wash your hands frequently with soap and warm water for 20 seconds
- Cover your coughs and sneezes with tissue (or the crook of your arm) and immediately dispose of tissue after use
- Use hand sanitizer with at least 60% alcohol in between hand washing
- Avoid touching your eyes, nose, and mouth
- Avoid close contact with anyone who is sick
- Disinfect hard surfaces regularly
- Stay home if you are not feeling well

Regular household disinfectant wipes and cleaners (especially those that include alcohol or bleach) will kill virus like COVID-19. If someone at home is sick, concentrate on cleaning surfaces that are touched frequently—like doorknobs and countertops—every day. Any disinfectant can cause irritation, so make sure you wash your hands afterward or wear gloves.

In our company's physical locations, we use chemicals to clean that are proven to kill viruses like COVID-19. We have developed several scenarios for enhanced cleaning in the event that the virus becomes more active in a specific area, which includes strategies for food service and revised catering practices. We've already increased supplies of disinfecting wipes and hand sanitizer at all of our locations and increased frequency of cleaning, particularly targeting highly trafficked areas and those used by the most people, so don't be surprised to see more supplies and cleaning teams around.

To help us prioritize public spaces, we're asking employees to wipe down their own areas frequently. We recommend you wipe down your workstation (including the worksurface, arm pads of your chair, and drawer handles) at the beginning and end of the day. Remember to wipe down your keyboard, mouse, and mobile phones, regularly as well.

You should take laptops and other items needed home nightly. In the unlikely event that you wake up feeling ill, or we need to close a facility, you may not be able to return to your workspace to gather your work tools.

This is a rapidly changing situation, and we are well prepared. The best place to find detailed updates and answers to frequently asked questions is [our internal website, regular email correspondence, your team leader, etc.]. Thank you in advance. We truly appreciate your help in keeping our facilities safe and clean for everyone.

Coronavirus Clean up Procedure

- Proper PPE – gloves, goggles/safety glasses, mask
- Do **not** touch bodily fluids
- Sanitize area
 - Step 1 – quarantine area – use proper signage
 - Step 2 - apply chemical directly to all horizontal surfaces – allow to cure for 60-90 seconds
 - Step 3 – using a clean towel, fully clean and disinfect all touch surfaces
 - Step 4 – once area is dry, remove signage and reopen area
 - Step 5 – dispose gloves properly in trash

Daily and Weekly SpaceCare Cleaning Steps
Review your schedule and only perform weekly duties in spaces as marked.

COMMON ROOM <small>(Office Space, Common, Conference Room...)</small>	RESTROOM
<p>** ALWAYS Leave the cleaning cart in the hallway, in front of the room you are cleaning.</p> <p>DAILY – Always follow the right hand method</p> <ul style="list-style-type: none"> Put on gloves, safety glasses, and other required PPE and place Caution Floor Sign at entrance Sweep up large debris from the floor with lobby broom and dust pan and place in trash container. Empty trash and disinfect trash container. Replace liner. Wipe visibly dirty surfaces and high touch objects with disinfectant. Clean spots or visible dirt on floors with a backpack vac/vacuum/microfiber <p>WEEKLY – Always follow the right hand method</p> <ul style="list-style-type: none"> Put on gloves, safety glasses, and other required PPE and place Caution Floor Sign at entrance Sweep up large debris from the floor with lobby broom and dust pan and place in trash container. Empty trash and disinfect trash container. Replace liner. Fully clean surfaces and high touch objects Fully clean floors (vacuum or mop) 	<p>** ALWAYS Leave the cleaning cart in the hallway, in front of the room you are cleaning.</p> <p>DAILY – Always work Clean to Dirty</p> <ul style="list-style-type: none"> Put on gloves, safety glasses, and other required PPE and place Caution Floor Sign at entrance Sweep up large debris from the floor with lobby broom and dust pan and place in trash bin. Empty trash and disinfect trash container. Replace liner. Restock supplies as needed. Clean and disinfect all surfaces Disinfect toilets and urinals Clean floors <p>Sign off on Restroom Check Sheet</p>
<p>REVISOR: 06/2019 ALWAYS: Inspect the room, turn off lights and close/lock the door</p>	

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