

PANDEMIC FLU RESPONSE CHECKLIST FOR CLEANING SERVICE PROVIDERS

REMEMBER: Hand-to-hand and surface-to-hand contact is the most common way the Flu is spread.

- Wear protective gloves during all cleaning procedures, particularly when in contact with high touch surfaces.
- Goggles and respirators are available and must be used when mixing, applying or spraying surfaces with heavy-duty disinfectants or when airborne contamination of the virus is likely.
- Remove contaminated gloves from the inside out to avoid contact with hands.
- Wash hands frequently using soap and water whenever possible or use an instant hand sanitizer when washing is not possible.
- Dispose of all contaminated waste in properly sealed containers to prevent contamination by waste possibly infected with the flu virus (e.g.: tissues). If using microfiber or other cloths, disinfect between uses on contaminated surfaces.
- Routine cleaning and disinfecting of surfaces in high touch areas such as restrooms, conference rooms, lobbies, elevators, stairwells, breakrooms, gyms and locker rooms. Common surfaces include cafeteria tables and chairs, doorknobs, locker handles, exercise equipment, stair rails, light switches, elevator buttons, coffee pots, refrigerator and microwave door handles, vending equipment and other surfaces that are frequently touched by many people. ***This process should be done a minimum of three times daily.***
- Ensure that the ***appropriate dwell time*** is allowed before cleaning or wiping disinfectant from a surface. Read product instructions carefully to know what is required. Remember to remove visible dirt from surfaces, before applying disinfectant.
- Check with the Property Manager for permission to clean and disinfect the tenant's electronic equipment, including keyboards, handsets, etc. or advise the Property Manager on how to make the product available to the tenant for individual application. Make sure any product used is approved for this cleaning application and follow all directions carefully.
- Linens that may be infected (such as tablecloths and towels) should be washed by using household laundry soap and tumbled dry on a hot setting. Employees should avoid “hugging” laundry prior to washing it to prevent contaminating themselves. Wash hands with soap and water or alcohol-based hand rub immediately after handling dirty laundry.
- If you feel ill: report to your supervisor. If you have the flu - STAY HOME - and seek medical care.