

# - QUICK START GUIDE -

## FOR GETTING BACK TO WORK DURING A PANDEMIC

This guideline has been prepared to assist cleaning service providers, whether in-house or contracted, with an easy reference to the most effective products and procedures to respond to this pandemic. This guide is not meant to be used as a comprehensive procedure for the tasks and details required to clean, sanitize and disinfect all areas of a building.

### FIRST STEPS

1. Review written procedures for disinfection of surfaces in buildings to be cleaned, including schedules and frequencies for high touch areas, such as door handles, stair rails, elevator buttons, restrooms, fitness centers and eating areas.
2. Review these procedures, including proper handwashing and use of PPE, with staff and have them sign an acknowledgement of these instructions.
3. A handy checklist with pictures/graphics of the high touch areas that need to be disinfected and a schedule for disinfecting procedures for each surface would be very helpful to the staff and can be made visible to building occupants. It is recommended to do this 3 x day.
4. Review inventory of each building to be serviced and ensure that the following are readily available and able to be continuously re-stocked:

### PERSONAL PROTECTIVE EQUIPMENT NEEDED:

- **MASKS: N95, KN95 & Procedural Masks**

When possible, an N95 mask is preferred. Face Masks made of high thread count cotton or dense material and an interior filter is the goal.

Staff should be instructed on the proper application of the masks to cover the nose and mouth securely.

- **DISPOSABLE GLOVES**

Gloves should be washed or sanitized before removing. Hands must then be properly washed with soap and water after the removal of gloves.

- **GOGGLES OR GLASSES**

Needed when applying foggers or large amounts of aerosolized disinfecting products.

### CLEANING & DISINFECTING PRODUCTS NEEDED

- **EPA APPROVED DISINFECTANTS**
- **GENERAL CLEANERS**
- **COARSE/WIDE AREA SPRAYERS**
- **MICROFIBER WIPERS w/ Color Coded System**

**RED** Cleaning Toilets & Urinals

**YELLOW** Cleaning all other Restroom Surfaces

**GREEN** Cleaning Outside of Restroom

**BLUE** Windows, Glass, Mirrors

It is very important that cleaning personnel be instructed on the color coding system and follow the procedures for disinfecting ALL contaminated microfiber cloths between use and between areas, particularly between restrooms.

Supervisory staff at each building should be prepared to answer questions by their customer because building occupants, especially during this pandemic, have been known to question the use of microfiber vs disposable paper towels or wipes.

### CLEANING & DISINFECTING YOUR EQUIPMENT

- It is important that restroom carts and its mops and lobby brooms be kept separate from other equipment. Buckets and the lobby broom and dust pan must be cleaned and disinfected at a minimum, at the end of each shift.
- All mops, cleaning cloths and supplies used in areas where potential or actual COVID-19 contamination has been identified, must be cleaned and disinfected.
- All equipment and supplies used for cleaning should be kept clean and sanitized daily.