



# RETURNING TO THE WORKPLACE: CLEANING & DISINFECTION GUIDELINES



*"The new normal for cleaning..."*

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# WHAT SHOULD OPERATORS CONSIDER WHEN GETTING READY TO REOPEN?



## 1) EVALUATE CURRENT CLEANING PRACTICES WITH YOUR SERVICE PROVIDER

- What chemicals are used in your facilities and are they EPA rated for COVID-19?
- Review site inventory to ensure adequate cleaning supplies and equipment are in good working order
- Does your scope of work include touch point disinfecting?



# HIGH TOUCH POINTS – PATHOGEN HEAVY SURFACES IN YOUR FACILITY



- |   |   |
|---|---|
| <input type="checkbox"/> CHAIR HANDLES & BACKS    | <input type="checkbox"/> PHONES                       |
| <input type="checkbox"/> COFFEE MACHINES & POTS   | <input type="checkbox"/> PODIUMS                      |
| <input type="checkbox"/> COUNTER TOPS             | <input type="checkbox"/> PRINTER/FAX MACHINES         |
| <input type="checkbox"/> DESKTOPS                 | <input type="checkbox"/> REFRIGERATOR HANDLES & DOORS |
| <input type="checkbox"/> DOOR GLASS               | <input type="checkbox"/> SINK FAUCETS & HANDLES       |
| <input type="checkbox"/> DOOR HANDLES & EDGES     | <input type="checkbox"/> STAIR RAILS                  |
| <input type="checkbox"/> ELEVATOR BUTTONS & DOORS | <input type="checkbox"/> STAPLERS & STAPLE REMOVERS   |
| <input type="checkbox"/> EMPLOYEE CELL PHONES     | <input type="checkbox"/> TABLETOPS                    |
| <input type="checkbox"/> KIOSK BUTTONS            | <input type="checkbox"/> TAPE DISPENSERS              |
| <input type="checkbox"/> KEYBOARDS & MICE         | <input type="checkbox"/> TIME CLOCKS                  |
| <input type="checkbox"/> LIGHT SWITCHES           | <input type="checkbox"/> TOASTER OVENS                |
| <input type="checkbox"/> MAILBOXES                | <input type="checkbox"/> TRASH RECEPTACLES            |
| <input type="checkbox"/> MICROWAVES               | <input type="checkbox"/> VENDING MACHINES             |
| <input type="checkbox"/> PAPER TOWEL DISPENSERS   | <input type="checkbox"/> WATER FOUNTAINS              |

## DON'T OVERLOOK THESE COMMON GATHERING PLACES.

- |  |  |
|--|--|
| <input type="checkbox"/> BREAK ROOM AREAS (APPLIANCES, SINKS, CHAIRS & TABLES)       | <input type="checkbox"/> CONFERENCE ROOM TABLES & CHAIRS |
| <input type="checkbox"/> RESTROOMS (RESTROOM FLUSH HANDLES, TOILET PAPER DISPENSERS) | <input type="checkbox"/> OPEN SHARED WORKSPACES          |

# WHAT SHOULD OPERATORS CONSIDER WHEN GETTING READY TO REOPEN?

## 2) REEVALUATE EXISTING FACILITY CONDITIONS



- Is your building set up adequately for social distancing?
- Do you have interactive displays, touch screens, vending machines, etc. in common areas that may need special cleaning?
- Do you need to implement additional sanitizing stations?

# WHAT SHOULD OPERATORS CONSIDER WHEN GETTING READY TO REOPEN?

## 3) WHAT PRACTICES SHOULD YOU BE IMPLEMENTING?



Talk to your vendor about enhanced cleaning that includes high touch points and infection control solutions.

## CLEANERS, SANITIZERS, DISINFECTANTS, VIRUCIDES AND STERILANTS

CLEANER	SANITIZER	DISINFECTANT	VIRUCIDE	STERILANT
AIDS IN SOIL REMOVAL	REDUCES NUMBER OF BACTERIA	KILLS FUNGI, BACTERIA AND VIRUSES	KILLS VIRUSES	ELIMINATES ALL FUNGI, BACTERIA, VIRUSES AND SPORES
				
A cleaner simply aids in removing soil from a surface. Although cleaning does remove germs from surfaces- it doesn't kill them.	A sanitizer lowers the number of bacteria on surfaces to levels that are considered safe by public health organizations. These products tend to be faster and safer than disinfectants, but disinfectants usually have broader kill claims.	A disinfectant kills infectious fungi, bacteria and viruses (but not bacterial spores) on hard environmental surfaces.	A virucide destroys or irreversibly inactivates viruses in the inanimate environment.	A sterilant is used to destroy or eliminate all forms of microbial life including: <ul style="list-style-type: none"><li>- Fungi</li><li>- Viruses</li><li>- All forms of bacteria and their spores</li></ul>

Any product that claims to kill bacteria, viruses, mold or fungi must be registered with the EPA as a pesticide.

# DO YOU KNOW THE DIFFERENCE?

# DISINFECTING CORRECTLY

## **CDC's recommended 2-step process:**

- 1) Clean the surface thoroughly.
- 2) Use the disinfectant on the surface according to directions, allowing the labelled dwell time to occur.





# DISINFECTANTS & LEED CERTIFIED FACILITIES



# DISINFECTANTS & LEED CERTIFIED FACILITIES



**Choose products with these active ingredients:**

Hydrogen peroxide

Citric acid

Lactic acid

Ethyl alcohol

Isopropyl alcohol

Peroxyacetic acid

Sodium bisulfate

# First line of defense: **personal hygiene!**

**According to the CDC, handwashing is the best method of protection from the spread of pathogens.**



# HOW TO WASH YOUR HANDS



Start by wetting your hands



Apply some soap carefully



Rub your hands palm to palm



Lather the back of your hands



Scrub between your fingers



Rub the back of your opposing palms' fingers

# HOW TO WASH YOUR HANDS



Clean your thumbs repeatedly



Clean your fingernails and fingertips



Rinse your hands thoroughly



Dry them with a disposable hand towel



Use the towel to turn off the faucet



Your hands are now clean!

1) Janitorial staff must wear the appropriate personal protective equipment at all times, and receive guidance on safe use of cleaning and disinfecting chemicals.

2) For indoor areas, places that have been unoccupied for at least seven days require only routine cleaning, while in areas occupied by people, routine cleaning should be followed by disinfecting frequently touched items at least once a day.

3) Outdoor areas only need to be cleaned and do not need to be disinfected.

4) The type of cleaning must take into account the specific surface, and the frequency of use and contact with the surface.

5) The cleaning and disinfection plan that is implemented should be regularly updated as further guidance is issued.



**CDC GUIDANCE:  
IMPLEMENT  
“A CLEANING AND  
DISINFECTION PROGRAM”**

# QUESTIONS?

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# BOMA

Greater Charlotte

