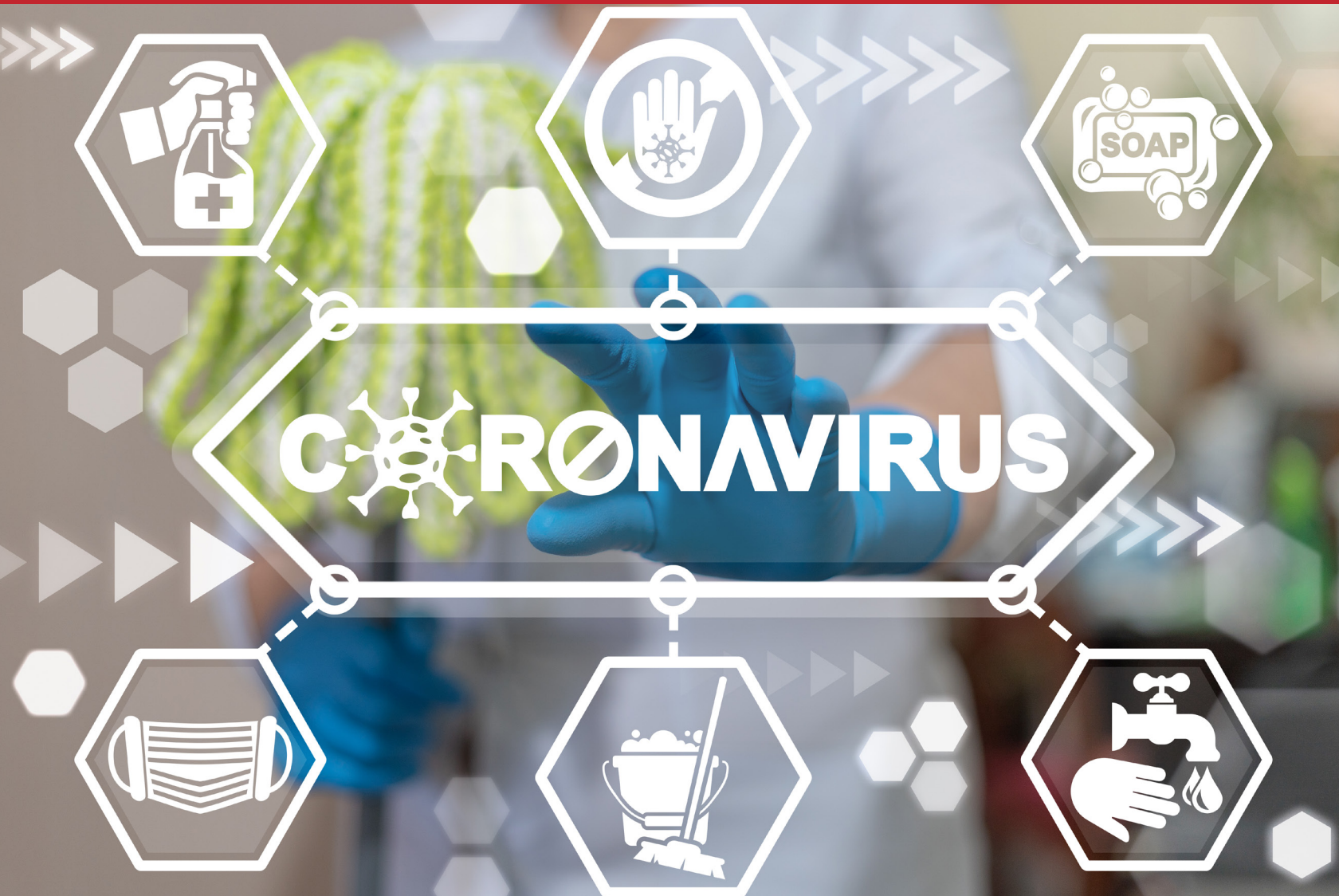


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OUR NAME SAYS IT ALL.

COVID-19 GUIDE TO REOPENING YOUR FACILITY



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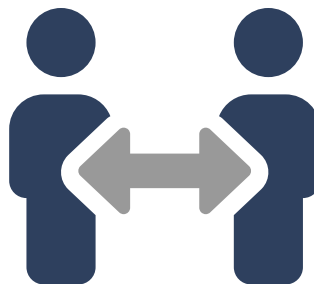
As businesses continue to face the COVID-19 pandemic, and after mandates from plans set forth by state Governors for the return of people to the workplace, we must take into consideration protections for employers and employees prior to that reopening. While details on regulations are difficult to obtain, it can be expected that individual states will begin providing guidance and/or regulations for the safe and healthy return to the workplace. **contagionClean** is putting forth a *Recommended Facility Reopening Guide*. It provides recommendations based on many regulations from health organizations, such as the Centers for Disease Control (CDC), World Health Organization (WHO), Occupational Safety and OSHA, as well as many other states health departments on preparing businesses for the return to standard business operations.

A sample of such a guideline for COVID-19 in workplaces comes from the Occupational Safety and Health Administration (OSHA), which states, **“Employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.”** Another such guideline comes from OSHA’s Bloodborne Pathogens guideline which states, **“Exposure to human blood and other potentially infectious materials. Where respirators are required, employers will also have to comply with OSHA’s Respiratory Protection Standard.”** These standards provide clear requirements of companies to provide safe, healthy environments for their employees.

Although there are many aspects to providing a successful return back to business in a safe and healthy manner, the three main topics are:



EDUCATION OF STAFF



**ESTABLISH
PROTOCOLS FOR
DAILY OPERATION**



**PREPARING &
MAINTAINING WORK
ENVIRONMENTS**

MAKING EMPLOYEES AWARE OF PROCEDURES FOR RETURNING TO WORK SAFELY

While we may be returning to work, it is important to know that the risk of employees contracting COVID-19 coronavirus will need to be addressed each day. Employers are responsible to make sure to educate their staff on the proper ways to safely return to work.

ALWAYS encourage sick employees to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their Employer prior to returning to work and stay home.
- Employees should not return to work until the criteria to discontinue home isolation are met. As of now a minimum of 14 days.
- If you become aware of any person visiting your facility who has tested positive for COVID-19 virus, the facility should be disinfected immediately before operations can continue.

MAKE it a priority to have good personal hygiene procedures:

The importance of washing our hands correctly and maintaining personal hygiene is **RULE #1**. During the Pandemic, it is even more critical to educate your employees on the importance of continuing the highest standards of hygiene precautions. This may require installing hand washing stations at entryways or refilling restroom soap dispensers and paper towel dispensers more frequently.

Educate employees on NEW PANDEMIC procedures implemented:

As you begin returning to the workplace, it is necessary to implement new policies and procedures to prevent the spread of the virus. It is important to educate every employee on the new policies and provide guidance on how to adhere to the policy & procedure set forth.

OUR recommendations to consider for REOPENING:

- Limiting ALL meetings to no more than 10 people.
- Ensuring social distancing rules can be followed in all meetings and gatherings, allowing a minimum of 6 feet between all involved.
- Staggering break times to limit the number of employees using common areas at the same time and if needed, modify hours of operation to allow social distance during prescribed times.
- Limiting the use of common equipment or devices such as printers, company phones, fax machines and copiers.
- If possible set up temporary workstations allowing a minimum of 6 feet between employees.
- Opening standardized access points with one point to enter and another exit to the building to limit traffic congestion.
- Staggering work hours to reduce employee density.

WAYS TO ENSURE BUSINESS OPERATIONS RESUME IN A SAFE AND HEALTHY MANNER

Identify a workplace coordinator who will be responsible for instituting and monitoring compliance of your Covid-19 response plan.

Consider establishing policies and practices for social distancing.

Social distancing should be implemented according to state and local health authorities' guidelines. Examples include:

- Avoiding large gatherings and maintaining a distance of 6 feet from others when possible (e.g., breakrooms and cafeterias).

Other strategies that businesses could use include:

- Increasing physical space between employees at the worksite (6 feet where possible).
- Increasing physical space between employees and customers (e.g., drive through, partitions).
- Implementing virtual meetings and reschedule travel options (postpone non-essential meetings or events).
- Delivering services remotely (e.g. phone, video, or web).
- Delivering or receiving daily products through curbside pick-up or delivery.

Implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are consistent with federal and state public health guidelines and that employees are aware of and understand ramifications of these policies.
- Maintain flexible HR policies that could permit employees to stay home to care for a sick family member or take care of children due to closures.
- Additional possibilities might include allowing employees to donate sick leave to each other to prevent loss of employees.

Employers with more than one business location should appoint local managers with the authority to take appropriate actions outlined in their COVID-19 response plan.

**If you need help preparing to reopen your business,
please call 330.719.8200 or 330.774.3606 or
visit us at www.contagion-clean.com**

CREATE A HEALTHY WORKPLACE FOR EVERYONE

Consider improving the building ventilation system. This may include some or all of the following activities:

- Increasing HVAC ventilation rates.
- Increasing the percentage of outdoor air that circulates into the HVAC system.
- Modify filter media or add additional media based on HVAC system.
- Add UV capable HVAC units if applicable.

Disinfect the workplace environment:

- Routinely sanitize all frequently touched surfaces throughout the workplace, such as keyboards, telephones, handrails, doorknobs and other office supplies.
- If surfaces are dirty, they should be cleaned to remove soiled areas prior to disinfection.
- For disinfection, use EPA-registered disinfectants. A list of products that are CDC approved for use against the virus that causes COVID-19 is available online.

Follow the manufacturer's instructions for all cleaning and disinfection products (i.e., concentration, application method and contact time, etc.)

GUIDE TO CLEANING AND DISINFECTING ACCORDING TO THE CDC

Hard Surfaces

- If surfaces are dirty, they should be cleaned prior to disinfection with a detergent or soap and water.
- For disinfection, CDC-registered disinfectants should be used.

Soft Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove any contamination and clean with recommended cleaning products as indicated for use on individual surfaces.
- If the surfaces can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

GUIDE TO CLEANING AND DISINFECTING ACCORDING TO THE CDC (CONT.)

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, follow the manufacturer's instructions for all cleaning with disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, some individuals recommend using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect screens.

When Cleaning

- Wear disposable personal protective equipment (PPE) to include gloves and gowns (or disposable protective suits) for all tasks, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Personal protective equipment once used should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds or use alcohol based hand sanitizer.
- Guideline on hand sanitizer: Use soap and water as directed but if hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water prior to use of sanitizer.

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