

WELCOMING YOUR WORKFORCE BACK? THINGS YOU CAN DO TO PROMOTE HEALTH AND WELLNESS

There has been a noticeable shift regarding facility cleaning; A FLIGHT TO QUALITY. Never has this been more evident than in today's environment where a global pandemic has caused a shift in how facilities like yours must plan, react, and implement best practices that will increase employee protections to promote a safe and healthy facility while minimizing the company's exposure to liability, loss of productivity, or even shutdown. We've all been affected to some degree.

As you look to welcome your workforce back to your facility(s) in approved phases, lean on expertise. Put our extensive applied knowledge to work to help you prepare your facility for ramping back up with a disinfecting one-time clean, or explore our contracted recurring touchpoint cleaning services for long term peace of mind. Things that you can consider and/or implement to promote a safe environment include:

AREAS TO BE CLEANED: Using the attached scopes of work, determine which areas need to be cleaned and how often. Do this for both touch point cleaning and electrostatic disinfection. Walking through the facility with a check list will ensure that all key touch points are addressed. A picture could also be taken, and red circles drawn on the picture to indicate touch points. This can be added to your procedures document, used to create posters, and laminated with a check box to be used after each clean.

CHEMICALS: Use a CDC recommended disinfection found on the EPA-registered disinfectants list that is effective against SARS-CoV-2. When using an EPA-registered disinfectant, follow the label directions for safe, effective use. Make sure to follow the contact (dwell) time, which is the amount of time the surface should be visibly wet. Each product has different dwell times depending on the product itself and which virus or bacteria you are trying to kill.

One product may have many different dwell times depending on your objective so READ THE LABEL.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND EQUIPMENT: In order to protect your cleaners from the splatter of chemical, a minimum of gloves, eye protection and a mask. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean immediately after removing gloves by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

CLEANING PROCESS (C BEFORE D – CLEAN BEFORE DISINFECT):

CLEAN:

- If surfaces are dirty, they should be cleaned first with a microfiber cloth and an all-purpose cleaner.
- Unclean surfaces can leave dirt that the disinfectant cannot penetrate to reach the surface to ensure uniform disinfecting.

DISINFECT:

- Spray EPA registered chemicals into either a microfiber cloth or directly onto the surface.
- Wait the allotted dwell time (check manufacturer's label). This can take up to 10 minutes in order to let the disinfecting agents latch onto and destroy lingering germs and the surface should remain shiny with the chemical for the duration.
- Wipe the residue after specified dwell time to prevent damage to surfaces.



Vanguard Cleaning Systems of Minnesota

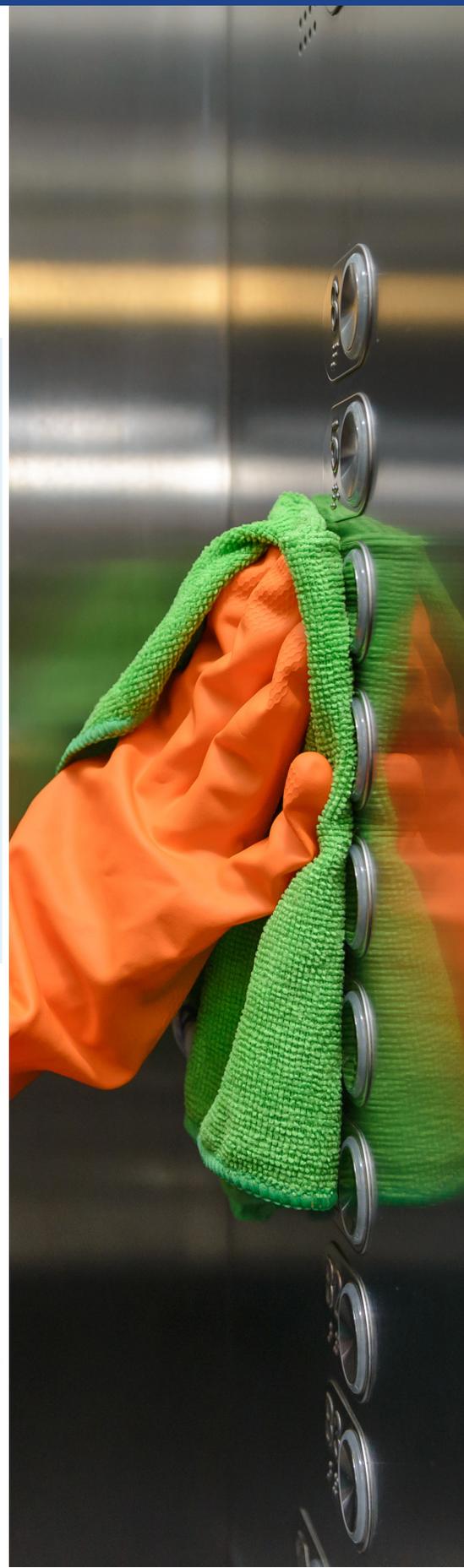
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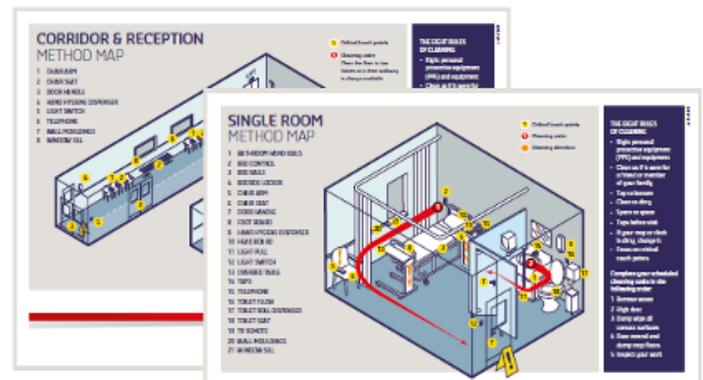
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METHOD MAPS:

The method maps visually bring the 8 rules of cleaning and your critical touch points (circled on the pictures taken of each area in the diagram to the right). Once combined, these can be made into posters and located within the facilities to ensure consistent cleaning and touch points. A clip board with a laminated version and a grease pencil can also be used to ensure no points are missed.



WHAT ARE THE 8 RULES OF CLEANING, AND WHY ARE THEY IMPORTANT? *(source: Sodexo)*

- 1. RIGHT PPE AND EQUIPMENT:** PPE is needed for the safety of our teams, and the safety of patients. Equipment has been carefully selected for each task – to maximise efficiency, safety and performance.
- 2. CLEAN AS IF IT WERE FOR A FRIEND OR MEMBER OF YOUR FAMILY:** By understanding and thinking about the implication of our actions we will do the best job we can.
- 3. TOP TO BOTTOM:** As we clean, dirt and dust is likely to fall, by cleaning from top to bottom we remove as much dirt and dust as we can and avoid moving dirt into clean areas.
- 4. CLEAN TO DIRTY:** By saving the dirtiest areas to last we avoid moving dirt and dust into cleaner areas. For example, in a single room, this means cleaning the bathroom after the bedroom.
- 5. SPACE TO SPACE:** By adopting a systematic approach to cleaning and completing a distinct space at a time rather than being task driven we will be more thorough and less likely to transfer micro-organisms between spaces.
- 6. TAPS BEFORE SINK:** Pseudomonas is a water-borne bacteria and taps pose the highest risk. Infection prevention guidance is to clean the taps first, then with a new cloth clean the rest of the sink.
- 7. IF YOUR MOP OR CLOTH IS DIRTY, CHANGE IT:** Mops and cloths need to be changed regularly to avoid cross contamination, when this change is made can sometimes be subjective and depends on the area being worked. We must remember to regularly change them, using our own personal judgement.
- 8. FOCUS ON CRITICAL TOUCH POINTS:** Due to the importance of these points in the transmission of infections, it is essential that we remember where these are and focus our attention on them.

RESOURCES:

- EPA Publication: *List of Approved Cleaning Products for Use Against Coronavirus*
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- ISSA Tip Sheet: *Recommendations for Using Personal Protective Equipment (PPE) for Cleaning in facilities that may have been exposed to Coronavirus*
https://www.issa.com/wp-content/uploads/ISSA-GBAC-Tips-Sheet-1_30_2020.pdf
- CDC Publication (Bi-Lingual): *Instructions for Donning/Removing Personal Protective Equipment (PPE)*
<https://www.cdc.gov/HAI/pdfs/ppe/ppeposter148.pdf>



FACILITY RE-OPENING: ENHANCED CLEANING AND DISINFECTION PLAN

AREA OF IMPACT	GENERAL CLEANING + DISINFECTING WITH EPA/CDC/WHO COMPLIANT DISINFECTANT (PLACE CHECK MARKS NEXT TO ALL SERVICE ITEMS TO BE INCLUDED IN THIS BID)
Entrances and Common Areas	<input type="checkbox"/> Vacuum carpeted areas/sweep and mop hard floor surface <input type="checkbox"/> Interior glass (non-exterior facing) and entry/vestibule glass <input type="checkbox"/> Door handles and push bars <input type="checkbox"/> Stair railings <input type="checkbox"/> Light switches <input type="checkbox"/> Drinking fountains <input type="checkbox"/> Elevators – wall panel/buttons and control panel/buttons <input type="checkbox"/> Dust/wipe horizontal surfaces
Restrooms	<input type="checkbox"/> Toilets/urinals <input type="checkbox"/> Stall door handles/hardware <input type="checkbox"/> Flush valve handles <input type="checkbox"/> Sinks and water faucet handles <input type="checkbox"/> Towel, toilet paper, and soap dispensers <input type="checkbox"/> Entry door pulls and exit push plates <input type="checkbox"/> Mop hard floor surfaces with disinfectant
Offices/Cubicles/Conference Rooms	<input type="checkbox"/> Vacuum carpeted areas/sweep and mop hard floor surface <input type="checkbox"/> Wipe all desk/table/counter surfaces and edges <input type="checkbox"/> Impervious chair surfaces, mist all chair fabric surfaces <input type="checkbox"/> Light switches, door pulls and exit push plates NO CLEANING OF PERSONAL KEYBOARDS, MICE, MONITORS and SCREENS, PHONES, PRINTERS, FAXES, THERMOSTATS
Breakroom/Coffee Stations	<input type="checkbox"/> Vacuum carpeted areas and matting, sweep and mop hard floor surfaces <input type="checkbox"/> All table surfaces and edges <input type="checkbox"/> Hard chair surfaces (seats, arms, levers if applicable): <input type="checkbox"/> Cabinet and drawer doors and handles <input type="checkbox"/> Refrigerator/freezer doors and handles <input type="checkbox"/> Microwave control panels and doors <input type="checkbox"/> Vending equipment operating panels and doors <input type="checkbox"/> Drinking fountains, ice machines and water dispensers <input type="checkbox"/> Sinks and faucet handles <input type="checkbox"/> Coffee pots and dispensing units <input type="checkbox"/> Light switches
Warehouse/Production Areas	<input type="checkbox"/> Vacuum carpeted areas and matting, sweep and mop hard floor surfaces <input type="checkbox"/> All table surfaces and edges <input type="checkbox"/> Impervious chair surfaces, mist all chair fabric surfaces <input type="checkbox"/> Telephones <input type="checkbox"/> Light switches <input type="checkbox"/> door pulls and exit push plates <input type="checkbox"/> NO CLEANING OF PERSONAL KEYBOARDS, MICE, MONITORS and SCREENS, PHONES, PRINTERS, FAXES, THERMOSTATS
Fitness Centers	<input type="checkbox"/> Vacuum carpeted areas and matting, sweep and mop hard floor surfaces <input type="checkbox"/> Cardio and weight equipment <input type="checkbox"/> Light switches <input type="checkbox"/> Sinks and water faucet handles <input type="checkbox"/> Entry door pulls and exit push plates
OTHER AREA(S) – CUSTOMER SPECIFIED	<input type="checkbox"/> > <input type="checkbox"/> > <input type="checkbox"/> > <input type="checkbox"/> >