



SAFELY RETURNING EMPLOYEES TO WORK

APRIL 27, 2020

A CHECKLIST

This is an informative document only based on Tegrete's interaction with clients and knowledge of CDC Guidelines. Readers should conduct their own research and follow industry specific recommendations.

As states across the country begin to ease restrictions, businesses are faced with the challenge of reopening closed facilities, safely bringing employees back into facilities, and/or welcoming visitors into facilities. Consideration must be given to disinfecting, safe distancing and the actions that will be taken in the event of a positive COVID-19 test result.

Many states have created Employer Preparedness Plan Requirements Checklists. Exhibit A is an example from the State of Minnesota, which can be adapted based on your needs.

<https://mn.gov/deed/newscenter/covid/safework/>

As a facilities management company, Tegrete has been extremely involved with our clients in their efforts to mitigate and abate the spread of the Coronavirus. Based on our experience and research, we suggest that you consider the following actions as you prepare to reopen your business, add additional employees to your environment, or welcome guests to your surroundings. We urge you to consider these actions now and have a plan in place to quickly and appropriately respond to situations that arise.

1. Evaluate your current cleaning and disinfecting schedule and Scope of Work

- If you are not currently cleaning each day the location is open, consider increasing your frequency. This will allow for daily disinfecting of high touch areas, according to your Scope of Work. This policy is required by some states—please review your state guidelines.
- Consider the need for a day porter for high touch, high traffic areas visited by many employees. This will allow for additional disinfecting during the workday.
- Evaluate your Scope of Work to ensure disinfecting is included and that all high touch, high traffic areas are being cleaned and disinfected.

2. Make plans to increase your cleaning and disinfecting schedule NOW if necessary

- As businesses begin to reopen, add more employees, and/or reopen to the public, Tegrete anticipates many of our clients may look to increasing cleaning frequency. Janitorial resources may be stretched and not able to meet the needs of all their clients, without adding additional staff.
- It is important that we give our janitorial partners ample time to ramp up for increased demand.

3. Have plans in place to react to a positive COVID-19 test by an employee

- Tegrete has had many clients call us later at night in a panic to get disinfecting done that same night due to a positive COVID-19 test by an employee. This can result in higher pricing and/or a need for the building to close for a longer period.
- Consider the actions you will take should this occur: Will you close the building for a period? Will you request a disinfecting clean? Will you move employees to another area of the building?
- We suggest you work with your Tegrete Relationship Manager to obtain a per square foot price for disinfecting your facilities and have an “on-call” plan in place should the need arise.

4. Consider limiting employee access within your facility

- When an employee reports a positive COVID-19 test result, the first questions are generally who did the individual have close contact with and where did the individual travel within the building.
- Answers to these questions will help you determine which areas of the building need to be disinfected. In addition, it will determine if additional employees need to be quarantined.
- If possible, consider limiting employee movement within the building and ensure social distancing. In addition, consider a tracking mechanism (e.g. badge reader reports) to document employees’ access within the building(s).

5. Consider a deep disinfect prior to bringing employees back into office

- While there is mixed data on how long the Coronavirus can live on surfaces, some Tegrete clients elect to do a deep clean and disinfecting before employees return to the office.
- Again, we suggest you work with your Tegrete Relationship Manager to obtain a per square foot price for your facilities and get this service scheduled as soon as you have a reopen date.
- We suggest you couple the disinfecting with a communication program to show evidence of your efforts regarding employee safety and mitigation.

6. Consider the use of antimicrobial products

- Tegrete has partnered with an industry leader, offering formulations that bond to the treated surface, providing durable protection and keeping your facilities cleaner longer. The application is expensive but is well suited for certain industries and/or buildings.
- Contract your Tegrete Relationship Manager for more information.

7. Maintain consistent employee communication

- Internal communication is a vital part of any crisis management plan. How you communicate with your employees is essential to helping them feel safe, informed, and productive. While there are many resources available, below are links to two resources Tegrete has used. Please note we have no affiliation with these companies, nor should this be viewed as an endorsement of these products or services.

To purchase posters, tent signs, etc.:

https://www.vistaprint.com/covid-19-signage?xnid=TopNav_COVID-19&xnav=TopNav

For free print and other types or materials:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

8. Place an order for appropriate supplies, if applicable and as available

- Consider the need for facial tissue, hand sanitizer, cleaning wipes and PPE such as masks and gloves.
- Consider establishing hand sanitizing stations for employees and visitors.
- Many of these supplies continue to be in short supply, so anticipate a much longer than normal delivery schedule.
- Tegrete does have access to a limited supply of gloves and sanitizer. Please contact your Relationship Manager to learn more.

9. Create distancing

- As you consider the need for social distancing, a handyman can help move cubicles, install plexiglass as a divider or make other accommodations to your work environment
- Anticipating these needs now will help to ensure the availability of resources as more companies open their doors.
- Your Tegrete Relationship Manager can facilitate this type of work with a handyman or contractor.

EXHIBIT A: EXAMPLE ONLY FROM STATE OF MINNESOTA

<https://mn.gov/deed/newscenter/covid/safework/>

Employer Preparedness Plan Requirements Checklist

Employers must develop and implement a plan that addresses the following components and post it publicly.

If workers can work from home, they must be allowed to work from home.

Make sure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey.
2. Identify and isolate workers with COVID-19 symptoms and those who have been exposed and send them home.
3. Establish communication protocols when workers have been potentially exposed.
4. Establish worker sickness reporting protocols.
5. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
6. Provide accommodations for vulnerable populations.
7. Clearly communicate sick leave policies to all workers.

Increase social distancing: Workers should be at least six feet away from each other

1. Maximize the use of telecommuting.
2. Stagger shifts and breaks; create additional shifts.
3. Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.
4. Limit gatherings of workers.
5. Ensure physical distancing in workplaces, including at workstations, production lines, etc.
6. Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.
7. Increase physical space between workers and customers, such as using a drive-thru or partitions.

Worker hygiene and source control

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.
2. Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.
3. Post handwashing and “cover your cough” signs.
4. Encourage use of source control masks, such as non-medical cloth masks.
5. Prohibit on-site food preparation and sharing.

Cleaning and disinfection protocols

1. Routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
2. At least daily, clean all high touch items like doorknobs, handles, light switches, surfaces, etc.
3. Ensure availability of hand sanitizer and approved cleaning products.
4. Decontaminate the workplace if a worker becomes ill with COVID-19.

All workers – management and employees – must be trained in these protocols.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, 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.
 - Gloves and gowns 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.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).

