

PATH FORWARD

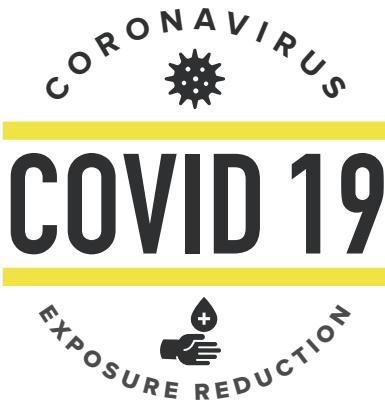
Reopen • Reimagine • Recover

A webinar series by the Rochester Area Chamber

5 Steps to Reopening Your Business SAFELY

Tuesday, April 28

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Regional Training Manager / Business
Consultant
ServiceMaster Restore



High Touch Cleaning Checklist

High touch items are among the most pathogen heavy surfaces in your facility. Routine cleaning and disinfecting of these items along with frequent hand washing are critical to breaking the chain of infection and creating clean, safe, and healthy environments.



- ☐ CHAIR HANDLES & BACKS
- ☐ COFFEE MACHINES & POTS
- ☐ COUNTER TOPS
- ☐ DESKTOPS
- ☐ DOOR GLASS
- ☐ DOOR HANDLES & EDGES
- ☐ ELEVATOR BUTTONS & DOORS
- ☐ EMPLOYEE CELL PHONES
- ☐ KIOSK BUTTONS
- ☐ KEYBOARDS & MICE
- ☐ LIGHT SWITCHES
- ☐ MAILBOXES
- ☐ MICROWAVES
- ☐ PAPER TOWEL DISPENSERS

- ☐ PHONES
- ☐ PODIUMS
- ☐ PRINTER/FAX MACHINES
- ☐ REFRIGERATOR HANDLES & DOORS
- ☐ SINK FAUCETS & HANDLES
- ☐ STAIR RAILS
- ☐ STAPLERS & STAPLE REMOVERS
- ☐ TABLETOPS
- ☐ TAPE DISPENSERS
- ☐ TIME CLOCKS
- ☐ TOASTER OVENS
- ☐ TRASH RECEPTACLES
- ☐ VENDING MACHINES
- ☐ WATER FOUNTAINS

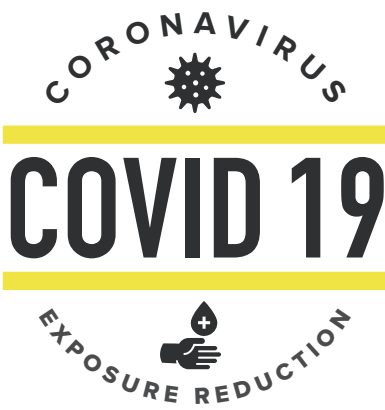
DON'T OVERLOOK THESE COMMON GATHERING PLACES.

- ☐ BREAK ROOM AREAS (APPLIANCES, SINKS, CHAIRS & TABLES)
- ☐ CONFERENCE ROOM TABLES & CHAIRS
- ☐ RESTROOMS (RESTROOM FLUSH HANDLES, TOILET PAPER DISPENSERS)
- ☐ OPEN SHARED WORKSPACES

While we hope it will never be necessary, ServiceMaster Restore is qualified and equipped with the required protocols and processes should any pathogen outbreak occur within your facility.

Provided on behalf of the
Rochester Area Chamber of Commerce
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ROCHESTER AREA
CHAMBER OF COMMERCE



HOME

High Touch Cleaning Checklist

High touch items are among the most pathogen heavy surfaces in your home. Routine cleaning and disinfecting of these items along with frequent hand washing are critical to breaking the chain of infection and creating clean, safe, and healthy environments.



- | | |
|--|--|
| <input type="checkbox"/> CHAIR HANDLES/ARMS/BACKS | <input type="checkbox"/> PHONES AND CELL PHONES |
| <input type="checkbox"/> APPLIANCE EXTERIORS/HANDLES/KNOBS | <input type="checkbox"/> SINKS/FAUCETS/HANDLES |
| <input type="checkbox"/> COUNTER TOPS/DESK TOPS | <input type="checkbox"/> TUBS/SHOWERS/FAUCETS/HANDLES |
| <input type="checkbox"/> CABINET EXTERIORS & KNOBS/PULLS | <input type="checkbox"/> TOWEL BARS/RINGS/HOOKS |
| <input type="checkbox"/> DOOR GLASS | <input type="checkbox"/> MEDICINE CABINET EXTERIORS |
| <input type="checkbox"/> DOOR HANDLES, EDGES & JAMB/TRIM | <input type="checkbox"/> MIRRORS |
| <input type="checkbox"/> WINDOW BLIND WANDS & PULLS | <input type="checkbox"/> TOILETS/SEATS/HANDLES |
| <input type="checkbox"/> WINDOW OPENINGS/TRIM/CRANKS | <input type="checkbox"/> TABLE TOPS |
| <input type="checkbox"/> LIGHT & OTHER SWITCHES | <input type="checkbox"/> CHAIR ARMS AND BACKS |
| <input type="checkbox"/> OUTLET COVERS FREQUENTLY USED | <input type="checkbox"/> ALARM CLOCKS |
| <input type="checkbox"/> THERMOSTATS | <input type="checkbox"/> ELECTRONICS/KNOBS/BUTTONS |
| <input type="checkbox"/> STAIR HAND RAILS | <input type="checkbox"/> TRASH CANS/RECEPTICALS |
| <input type="checkbox"/> WALLS IF VISIBLE HANDPRINTS | <input type="checkbox"/> EXTERIOR DOOR HANDLES & LOCKS |
| <input type="checkbox"/> TOWEL/TOILET PAPER DISPENSERS | <input type="checkbox"/> EXTERIOR DOOR BELL |

DON'T OVERLOOK THESE COMMON PLACES.

- | | |
|--|---|
| <input type="checkbox"/> UTILITY ROOMS (APPLIANCES, SINKS, CHAIRS & TABLES) | <input type="checkbox"/> PATIO/DECK TABLES & CHAIRS |
| <input type="checkbox"/> BATHROOMS (RESTROOM FLUSH HANDLES, TOILET PAPER DISPENSERS) | <input type="checkbox"/> SPAS/HOT TUBS/POOLS |

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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.



cdc.gov/coronavirus

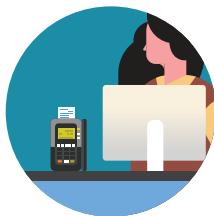
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

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](#).

