

INFECTION PREVENTION:

Cleaning, Disinfection and Hygiene



GENERAL GUIDELINES

- ▲ Follow local public health recommendations related to local pandemic activity and need for isolation and closing.
- ▲ Reinforce personal hygiene (hand hygiene and cough etiquette) throughout your operation.
- ▲ Provide hygiene materials such as tissues and hand sanitizer stations.
- ▲ Stock properly applicable disinfectant products.
- ▲ Closely monitor employee health. Encourage symptomatic employees to stay home.

COMMERCIAL FACILITIES

SPECIFIC GUIDELINES FOR PROCEDURAL IMPLEMENTATION

INDIVIDUAL OFFICES AND CONFERENCE ROOMS

- ▲ Increase cleaning and disinfection frequency.

PUBLIC AREAS

- ▲ Increase cleaning and disinfection frequency.
- ▲ Provide hand sanitizer stations in high traffic areas.
- ▲ Consider closing non-essential public gathering areas.

FOOD SERVICE AND CAFETERIA

- ▲ Provide alcohol-based hand sanitizer stations.
- ▲ Increase cleaning and sanitizing frequency. Begin disinfecting hard surfaces frequently touched by guests and employees.
- ▲ Consider offering take-out service only.
- ▲ Diligently practice food safety procedures to help prevent cross contamination by infected individuals.



INFECTION PREVENTION:

Cleaning, Disinfection and Hygiene



SPECIFIC GUIDELINES FOR PROCEDURAL IMPLEMENTATION (CONT)

RESTROOMS

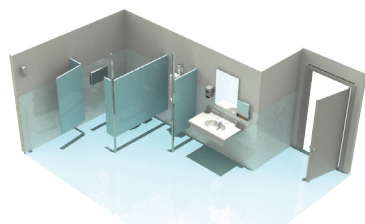
- ▲ Clean and disinfect public restrooms at least three times daily.
- ▲ Provide alcohol-based hand sanitizer stations just outside of public restrooms.

SPECIFIC TOUCH POINTS



INDIVIDUAL OFFICES AND CONFERENCE ROOMS

- ▲ Individual offices and conference rooms
- ▲ Door handles, push plates, thresholds and hand railings
- ▲ Light switches
- ▲ Desks, tables and chair arms
- ▲ File cabinet handles
- ▲ Trash receptacle touch points
- ▲ Telephone and keypad
- ▲ Computer, keypad and mouse



PUBLIC RESTROOMS

- ▲ Door handles
- ▲ Sink faucets and toilet handles
- ▲ Towel dispenser handle
- ▲ Soap dispenser push plates
- ▲ Baby changing station
- ▲ Trash receptacle touch points



PUBLIC AREAS

- ▲ Door handles and push plates
- ▲ Elevator buttons (inside and out) and escalator railings
- ▲ Hand rails
- ▲ Reception desk counter
- ▲ Public phone
- ▲ Public computers
- ▲ Light switches



CAFETERIA DINING AREA

- ▲ Door handles, push plates, thresholds and hand railings
- ▲ Dining tables
- ▲ Chairs and booths
- ▲ Trash receptacle touch points
- ▲ Highchairs
- ▲ Salad bar and beverage stations

COMMERCIAL FACILITIES

EMPLOYEES

- ▲ Closely monitor employee health. Reinforce personal hygiene and cough etiquette. Encourage symptomatic employees to stay home.
- ▲ Identify critical staff members and functions - develop a business continuity plan. Consider the ability for employees to work from home.
- ▲ Provide hand sanitizer stations, Ready to Use (RTU) disinfectant spray or wipes, and tissues for employees.
- ▲ Have employees disinfect all personal hard contact surfaces, i.e., desk, telephone and computer keypad, etc.
- ▲ Educate and inform all employees of pandemic status and proper infection control procedures.



CAFETERIA BACK OF THE HOUSE

- ▲ Door handles and push plates
- ▲ Handles of all the equipment doors and operation push pads
- ▲ Handles of the dispensers (beverage, etc.)
- ▲ Ice scoops
- ▲ Walk-in and other refrigerator handles
- ▲ Walk-in refrigerator and freezer plastic curtains
- ▲ Freezer handles
- ▲ 3-compartment sink and mop sink
- ▲ Handwashing sink handles
- ▲ Soap dispenser push plates at handwash sink
- ▲ Towel dispenser handle at handwash sink
- ▲ Trash receptacle touch points
- ▲ Cleaning tools
- ▲ Buckets
- ▲ Telephone keypad and hand set
- ▲ Manager's computer