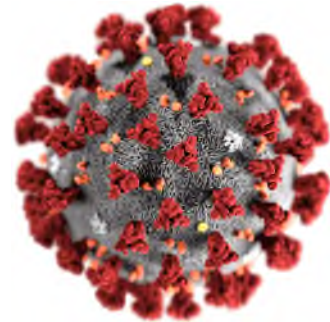




ANTIVIRAL CLEANING & OPERATIONS

A COVID 19 Cleaning Guide

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COVID-19 Prevention and Worksite Sanitization

Paradise Building Maintenance is taking steps to ensure the safety and health of all employees at their worksite locations.

Please find detailed information below as to new Paradise Building Maintenance policies and specific steps being taken to prevent the spread of COVID-19.

Facial Covering Policy



All Paradise Building Maintenance employees to cover their mouth and nose with a mask or cloth face-covering when present in a company facility and unable to maintain social distance. “Social distance” is defined as six (6) or more feet or a wall between the employee and another person.

In practice, this means that employees must wear face masks, but when in common areas, visiting someone else’s worksite, riding in an elevator, etc.

Masks or face-coverings will be available to employees upon request to their Supervisors. Masks should be changed and cloth facial-coverings cleaned daily.

If employees are unable to wear a mask or cloth facial-covering because of a qualifying disability, a reasonable accommodation of a face-shield in lieu of a face mask or cloth facial-covering may be granted if an accommodation is need

Worksite Location Policy

Employees are responsible for cleaning and sanitizing worksite locations with CDC-approved disinfectants. Approved supplies are available to all employees for all worksite locations. Please contact your Supervisor if you need additional cleaning and disinfecting supplies.

Paradise Cleaning Policies

Paradise Building Maintenance cleaners will continue to work diligently to clean and disinfect all contacted buildings. Paradise Building Maintenance will exceed all CDC cleaning and sanitization guidelines.

Paradise Building Maintenance is using CDC-approved disinfectants against COVID-19, and, as always, cleaning staff routinely disinfect door handles, elevator buttons, and other high-touch surfaces.



Paradise Cleaning Tasks & Procedures

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
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- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use** of EPA-registered household disinfectant **external icon**. **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.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.





Enhanced Cleaning Checklist

The amount of time COVID-19 can live on surfaces is still unclear, however, evidence suggests that COVID-19 can live up to several days depending on the type of surface. Enhanced cleaning of public spaces and work places can reduce the likelihood of COVID-19 staying on surfaces.

Use a damp clean cloth or wet mop (do not dust or dry wipe down). Follow manufacturer's instructions for safe use. Appropriate contact-time with surface to kill germs (as directed by product used). Remember to use PPE'S when applying chemicals.

High touch surfaces must be frequently disinfected (as applicable):

- Door knobs Other high touch surfaces:
- Counter tops
- Electronics (Debit machines, remote controls)
- Tables
- Handrails
- Elevator buttons (or other high touch buttons)
- Light switches
- Handles (faucet, toilet, cabinet, etc.)
- High touch equipment
- Personal Protective Equipment (i.e., Face shield)



Once used/contaminated:

- Disposable cloths or cleaning items are put in garbage bag and disposed of.
- Re-usable cloths or cleaning items are washed in hot water (60-90 degrees) with regular laundry soap.
- Wash hands with soap and water or use alcohol-based hand sanitizer after cleaning.

Supporting Hand Hygiene:

- Liquid hand soap and paper towel is stocked and available at all sinks.
- Alcohol-based hand sanitizer (70% alcohol) is available and accessible to staff and clients.
- Alcohol-based hand sanitizer available at point of care (if applicable).
- Alcohol-based hand sanitizer containers are full.

Date _____ Time of cleaning _____
Employee initial _____

Infection Control Procedures

The procedures outlined in this plan are written generically and are applicable to most positions and occupation groups at risk of exposure to potentially infectious agents. For more specific procedures consult your Supervisor.

1. Emergency Contact Information

All Paradise Building Maintenance staff at risk of being exposed to infectious agents must read and become familiar with the Emergency Contact Information before starting any activities or duties.

2. Universal Precautions & Safe Work Practices



Universal Precautions and Paradise Building Maintenance Safe Work Practices are infection control guidelines designed to protect all participants from exposure to diseases spread by infectious agents. Everyone must be familiar with and follow these guidelines. In order to be safe, assume that ALL blood, body fluids, tissues, and secretions are infectious.

- **Wash Hands**

Wash your hands with soap and warm water for at least 20 seconds after you have had contact with blood or other body fluids, after having contact with respiratory secretions or contaminated objects/materials, after going to the bathroom, before preparing or eating food, and after removing latex gloves.

- **Proper Cough Etiquette**

Cover the mouth/nose with a tissue when coughing or sneezing. If you don't have a tissue, use your sleeve. Use tissues to contain respiratory secretions and dispose of them in the garbage.

- **Cover Cuts**

If you have cuts or open sores on your skin, cover them with a plastic bandage.

- **Wear Appropriate Personal Protective Equipment**

If there is any risk of coming into contact with blood or other potentially infectious materials and organisms, wear appropriate personal protective equipment including, but not limited to, gloves, goggles, gowns, and respiratory protection. Personal protective equipment should be changed if torn or soiled and always **removed** before leaving the location of the potentially infectious material.

- **Clean Up**

Spills of blood or other potentially infectious materials should be cleaned up with a fresh mixture of household bleach (1 part) and water (9 parts) or other appropriate disinfectant. Paper towels should be used and disposed of in a plastic garbage bag. Remember to wear latex gloves during clean up.

- **Discard Garbage**

Use caution when disposing of garbage and other waste that may contain infectious materials and organisms. Discard material soiled with blood or other potentially infectious materials in a sealed plastic bag. The plastic garbage bag must be tied off and disposed of immediately. Needles or sharps **CAN NOT** go into normal garbage; they must be disposed of in a proper sharps' disposal.



Paradise COVID- 19 Training

Paradise Building Maintenance conducts in own in-house antiviral / COVID-19 training programs to all cleaning staff and new hires. Cleaning staff also have the option to enroll in local college and school board courses.

By the end of these courses, all cleaning personnel as well as supervisors will be able to:

- Understand what COVID-19 is
- Identify the signs and symptoms of COVID-19
- Keep yourself and others as safe as possible
- Reduce the risk of infection
- Follow CDC guidance on hand hygiene
- Find the latest government guidance

