



Corona Virus (COVID-19) PANDEMIC PLAN

PREPARING
FOR THE ***FUTURE***

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Pandemic Action Plan

No one knows when or how severe a pandemic outbreak might be. In this way, planning for a pandemic is like planning for an earthquake or a tornado. The important thing is that businesses take steps now to protect staff and guests from a possible influenza outbreak of any kind.

This action plan has been developed to assist clients and staff in preventing and preparing for a health-related emergency, such as the COVID-19, in their business.

The plan includes four levels of response. The action plan includes guidelines and provides steps a business should take given specific triggers and events. Wider research regarding ongoing events world-wide and nationally will help the plan be revised to best meet the new information.

This plan is intended to provide the most up to date information based on current data and direction from the CDC, WHO and EPA and other organizations engaged in planning for a pandemic event, and, as such, is a working document that will be updated as needed.

Pandemic Planning – COVID-19- Corona Virus

We have been hearing a great deal in the media about **COVID-19- Corona Virus**. This document is intended to help support you in understanding the services V2 Solutions, Inc can support you with during this outbreak. We have reviewed the cleaning challenges our clients face which must be addressed as the **COVID-19** pandemic has hit the United States. Our recommendations and support services are as outlined below:

1. 8-12-week emergency stockpile of consumable supplies to meet facility needs.
2. We recommend that the last order placed be duplicated as supplies may be in high demand during this time.
3. Disinfectant chemical cleaners reducing the spread of contagions provided by V2 Solutions, Inc .
4. Additional personnel to handle the needs of disinfecting locations can be provided by V2 Solutions, Inc at special request at an additional cost.
5. We suggest that all phone receivers, doorknobs, door handles, faucets and hand touch areas be disinfected once daily or more frequent to reduce exposure to customers and employees to the flu contagion.
6. Services not included in our standard service costs resulting in the added duties could be offset by changing dusting to a one day per week activity and eliminating the exterior policing, window washing, periodic hard floor care duties for the quarter in which a pandemic is declared.
7. As an additional protection for your employee team, if desired a case of latex gloves, a case of properly rated face masks and a case of disinfectant wipes per facility could be added to the stockpile for employee use during the work day to minimize exposure to the virus.
8. If/when the pandemic risk has passed the stockpiles could be easily utilized to meet your regular supply needs; therefore, this step would not present any long-term cost exposure.

Levels of Response to Health - Related Incidents

LEVEL 1: PREVENTION PLANNING

LEVEL 2: PRECAUTIONARY ACTIONS

LEVEL 3: BUSINESS CLOSURE

LEVEL 4: RECOVERY

Level One – Prevention (Plan for it)

Trigger: Any Corona Virus which has been confirmed in other countries, with limited animal to human transmission and no/little human to human transmission. Health officials are concerned that any virus could mutate and cause a global/local pandemic.

Goals: Businesses and departments are prepared as well as they can be for a pandemic. The plan should fit within the organization's emergency management plan. Management, staff, vendors, and guests are well informed and understand their roles in preventing general influenza spread.

Getting started

1. Appoint a Pandemic Management Team to coordinate development of V2 Solutions, Inc 's pandemic plan.

2. Review emergency response, biohazard and infectious disease policies and procedures for necessary revisions.

3. Identify and purchase resources for immediate and long-term purchase, e.g., chemical disinfectants, hand sanitizers, gloves, masks, etc.

4. Review cleaning policies, practices and supplies for revisions and needed staff development. (See Appendix B)

5. Identify policies and procedures that need to be in place or need to be revised (e.g., sick leave, sick leave bank).

• *Develop protocols for dealing with sick staff (see Appendix A)*

6. Have available hand washing and influenza screening posters for client use. (See "Additional Resources" attachment).

7. Distribute information on awareness of influenza and general precautions for pandemic preparation to all V2 Solutions, Inc employees.

8. Establish Safety Conference for Management for ongoing updates.

9. Develop a continuity of operations plan for essential central office functions.

• *Set up remote computer and voice access for office staff.*

• *Flex Hours – Staff to be allowed to changed schedule if applicable*

10. Consider work force needs for field staff.

- *Plan for reduced staff availability; (consider staggered times)*
- *Manager to establish an order for certified staff to provide coverage.*
- *Examine impact of coverage and staggered times.*
- *Plan needed from managers for sharing of resources and staff.*

Level Two – Precautionary Actions (Preparedness)

Trigger: The World Health Organization or CDC reports a case of human to human transmission of any Corona Virus within the United States.

Goals: Heighten awareness and precautionary measure in businesses, departments and community.

1. Review pandemic plan for full implementation, checking for up-to-date information on the Center for Disease Control (CDC) and World Health Organization (WHO) Web sites.

- *Keep all contact information current*
- *Provide ongoing briefings to key staff on roles and responsibilities*
- *Follow identified precautionary measures*

2. Keep relevant groups informed.

- *Staff should be provided with information for Level 2*

3. Institute increased disinfectant processes by custodial/cleaning staff.

Level Three – Business Closure (Implement Full Activation of the Response Plan)

Trigger: Department of Health mandates location(s) closure.

Goals: Organization in affected areas (clusters) activates closure procedures in consultation with V2 Solutions, Inc Management. Staff, vendors and customers are informed, understand their roles and responsibilities.

- 1. Close location(s) as directed by V2 Solutions, Inc authorized by Management or Client**
- 2. Secure premises.**
- 3. Post provided notices of closure on entry points and main buildings.**
- 4. Keep relevant groups informed through briefings, conference calls, emails, newsletters, and websites.**
- 5. Debrief.**

Level Four – Recovery

Trigger: CDC informs that the pandemic has been abated and can be reopened.

Goals: V2 Solutions, Inc Management ensures continuing well-being of staff and services are fully restored.

- 1. Assess capacity of staff to resume normal operations; determine staffing needs based on returning staff population; provide appropriate staff coverage as necessary.**
- 2. Cleaning/disinfecting of affected areas.**
- 3. Arrange debrief of pandemic event for staff and vendors if appropriate.**
- 4. Keep relevant groups informed through briefings, emails, newsletters, and websites.**
- 6. Evaluate the success of the pandemic plan and make adjustments accordingly.**

Sample Letter to Employee

Dear Employee

We have been hearing a great deal in the media about Corona Virus. This letter is intended to help you and your family understand what Corona Virus is, as well as to help your family prepare for a possible pandemic. Let us begin with some definitions:

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. The virus causes respiratory illness (like the flu) with symptoms such as a cough, fever and in more severe cases, pneumonia. You can protect yourself by washing your hands frequently and avoiding touching your face.

Public health officials believe that a pandemic will happen in the future. The world has witnessed three flu pandemics during the 1900's (1918, 1959, 1968). The deadliest one was the 1918 pandemic flu, which may have killed over 50 million people worldwide. If another pandemic hits, the U.S. government expects 25% to 30% of the people in this country will be affected. Therefore it is very important that every one takes steps to prepare.

To help you, we have included the following with this letter:

1. Healthy Habits- Corona Virus What You Need to Know
2. Preparing For Corona Virus -5- Week Plan Checklist
3. *Corona Virus Basics*

In addition, we would also like to remind you to get annual flu vaccines for you and your children. A flu vaccine protects a person from seasonal flu. Seasonal flu vaccines do not provide protection against Corona Virus. However, seasonal flu can cause serious health problems for young children, older people and those with pre-existing health conditions. Each year, 36,000 Americans die from flu and flu related complications. For people 65 and older and those above 2 years of age with pre-existing health problems, it is also a good idea to get the Pneumococcal polysaccharide vaccine (PPV). Flu complications can result in Pneumococcal disease, which can be deadly for these groups of people. For more information about flu vaccines as well as where and when to get them, contact the CDC National Immunization Information Hotline (800) 232-2522, English, and (800) 232-0233, Spanish, or visit CDC's Internet page at www.cdc.gov/nip. For weekly updates on Covid-19 cases, visit <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

For more information about, Corona Virus, how your family can prepare for Corona Virus and to stay informed, use the following websites:

- World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- CDC Corona Virus Disease
<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
- US Center for Disease Control and Prevention (CDC):
www.cdc.gov/germstopper/home_work_school.htm
- CDC Germ Stopper: www.cdc.gov/germstopper/materials.ht

Restrict Workplace Entry of People with Corona Virus Symptoms

During an influenza pandemic an effective way to limit the spread of disease is to ask infected individuals to remain home.

1. Notify employees they should not come to work if they are unwell, particularly if they are exhibiting any influenza symptoms.
2. Per client's request, post notices at all workplace/facility entry points advising staff and visitors not to enter if they have influenza symptoms.
3. Advise employees to call their manager if they become ill at home or work (provide a designated phone number for reporting illness).
4. Provide health and safety staff with protocol for employees who become ill.
5. Ensure that ill employees have completed the required isolation period (guidance to be provided by the Department of Public Health) and are healthy and no longer infectious before allowing them to return to work. Note that staffs who have recovered from the pandemic influenza are less likely to be re-infected and should be encouraged to return to work.

Protocol for Employees Who Become Ill

Advise employees that if a person feels ill or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact their manager/supervisor by *telephone* if possible.

Duties of health and safety staff:

1. Speak with the individual by phone.
2. Check if the employee has any influenza symptoms.
 - If the employee does not have any symptoms they are unlikely to have influenza and should be reassured and advised to call again later or to see their doctor if they are still concerned.
 - If the employee has influenza symptoms they should be treated as a "suspect influenza case."
3. Complete a Suspect Influenza Case Form (attached).
4. If the employee is at work provide them with a surgical mask and instruct them to put the mask on immediately. (This is to help protect other staff.).
 - Instruct employee to leave work. If possible, public transportation should be avoided. If public transportation is unavoidable, instruct the employee to keep the mask on and cough or sneeze into a tissue while traveling.
5. Advise the employee to contact a health professional. This may involve phoning the person's normal doctor or a specially designated center to seek advice.
6. Advise the employee on how long to stay away from work (refer to isolation guidance).

7. Have the employee's work station cleaned and disinfected.
8. The Health Department may ask employers to:
 - identify contacts (once an employee is suspected to be infected);
 - advise contacts that they have been in contact with a person suspected of having influenza; and/or
 - ask contacts to go home, and stay home until advised otherwise.
9. Advise supervisor and human resources of employee absence and need for coverage.
10. Check on the employee during his/her absence from work.
11. Encourage employees to return to work once they have recovered.

**SUSPECT CORONA VIRUS CASE FORM
FOR MANAGEMENT OF STAFF WHO BECOME ILL AT WORK**

Details of affected employee

Name _____ **Date** _____

Job Title _____

Location _____

Address _____

Symptoms noticed:

☐ **Fever** **Time of fever on-set:** _____

☐ **Headache**

☐ **Dry cough** **Time of isolation:** _____

☐ **Cold**

☐ **Body aches** **Date expected to return to work:** _____

☐ **Fatigue**

☐ **Other:** _____

- *Symptoms and isolation periods will be updated by the Health Department as information becomes available following the emergency of a Convid-19 pandemic Check*

Where referred: _____

Notes:

Details of Reporter:

Name _____ **Title** _____

Telephone _____

Q & A Facts

What is novel Coronavirus

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.

What is the source of the virus?

Coronaviruses are a large family of viruses. Some cause illness in people, and others, such as canine and feline coronaviruses, only infect animals. Rarely, animal coronaviruses that infect animals have emerged to infect people and can spread between people. This is suspected to have occurred for the virus that causes COVID-19. Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS) are two other examples of coronaviruses that originated from animals and then spread to people. More information about the source and spread of COVID-19 is available on the [Situation Summary: Source and Spread of the Virus](#).

How does the Virus Spread?

This virus was first detected in Wuhan City, Hubei Province, China. The first infections were linked to a live animal market, but the virus is now spreading from person-to-person. It's important to note that person-to-person spread can happen on a continuum. Some viruses are highly contagious (like measles), while other viruses are less so.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in [some affected geographic areas](#). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Learn what is known about the [spread of newly emerged coronaviruses](#).

Can someone that has COVID-19 spread the illness to others?

The virus that causes COVID-19 is [spreading from person-to-person](#). Someone who is actively sick with COVID-19 can spread the illness to others. That is why CDC

recommends that these patients be isolated either in the hospital or at home (depending on how sick they are) until they are better and no longer pose a risk of infecting others.

How long someone is actively sick can vary so the decision on when to release someone from isolation is made on a case-by-case basis in consultation with doctors, infection prevention and control experts, and public health officials and involves considering specifics of each situation including disease severity, illness signs and symptoms, and results of laboratory testing for that patient.

Current [CDC guidance for when it is OK to release someone from isolation](#) is made on a case by case basis and includes meeting all of the following requirements:

- The patient is free from fever without the use of fever-reducing medications.
- The patient is no longer showing symptoms, including cough.
- The patient has tested negative on at least two consecutive respiratory specimens collected at least 24 hours apart.

Someone who has been released from isolation is not considered to pose a risk of infection to others.

Where can I get further information on Covid-19?

[**https://www.cdc.gov/coronavirus/2019-nCoV/index.html**](https://www.cdc.gov/coronavirus/2019-nCoV/index.html)

APPENDIX A

Screening Checklist for Detection of Pandemic Influenza Cases

Process

- 1) The Pandemic Manager receives a call from a manager or staff member suspecting they may have Covid-19
- 2) Do not visit the person if this can be avoided – manage the process over the telephone
- 3) Follow the flowchart below

Symptoms may change so please refer to the Department of Health website or <http://www.dph.illinois.gov/>

Ask the staff member if they have any of the following symptoms:

- Fever
- Cough
- Shortness of breath

Yes, two or more of
symptoms, as described
above

Patient should be considered as possible
case of Covid-19

Fill in Covid-19 Notification Form over
the phone.

Take names of contacts (those staff
members working within one meter or in
enclosed place for more than 60
minutes)

Advise them where they can find a surgical
mask and ask them to leave the location
immediately.

Call their next of kin and ask them to contact
their doctor **by telephone** to advise that they
have been in contact with a suspected influenza
case.

Arrange for clean up of person's desk, locker and/or
workstation.

No symptoms, as
described above

Unlikely to be Covid-19

- Reassure
- Advise to call again if
concerned or visit their
doctor

Advise contacts that they have
been in contact with suspect case.

**Ask contacts to go home and to
stay there until advised
otherwise.**

APPENDIX B

Covid-19 and Readiness Plan

V2 Solutions, Inc can develop a facility preparedness plan with you by:

- Ensuring supplies of cleaning products (individual and bulk hand sanitizers and disinfectant wipes) are available in the workplace for individual workspace and personal cleaning requirements upon request.
- Provide informational, instructional posters and signage in the workplace reminding employees of the need for and methods of effective infection control.
- Provide additional porter services for daytime disinfecting of high touch areas along with documentation of these services.
- Design a customized cleaning plan based on increased focus on high touch areas during the night cleaning by reducing certain periodic tasks.

Suggested Facility Preparation by Client and V2 Solutions, Inc

All Clients should have a Disaster Preparedness Plan in place to accomplish the following facility preparations immediately when a Pandemic Response Level 6 is declared. Preparations shall be implemented by V2 Solutions, Inc and the Client to ensure the safety of all facility occupants and guests/patients.

Restrooms

Assure all restrooms have the following:

1. Adequate supply of individually dispensed hand washing soap.
2. Adequate supply of disposable towels.
3. Lined, uncovered trash receptacles in close proximity to the exit door in addition to any other trash receptacles already present.
4. Conspicuous signage at appropriate locations describing illness prevention procedures for employees (e.g. wash hands thoroughly after use, dry with disposable towel, use towel to open door and dispose in adjacent trash receptacle, etc.) The client is to implement this step unless V2 Solutions, Inc is asked to provide signage.

Break Room Areas

1. Remove all reusable cups, glasses, utensils and reusable cleaning wipes and scrubbers (sponges, scouring pads, brushes, kitchen wash cloths or towels etc.) from break rooms, and personal food preparation areas.
2. Replace with disposable cups and cleaning wipes.
3. If utensils must be provided, supply only individually wrapped utensils.
4. Post appropriate signage on housekeeping, cleaning and hand hygiene procedures during the pandemic. The client is to implement this step unless V2 Solutions, Inc is asked to provide signage.

Cafeterias, Food Service Courts, and Similar Locations – Not V2 Solutions, Inc

1. Remove all reusable flatware, utensils, cups, glasses, etc. from food service areas.

2. Close steam tables, salad bars, and other areas where open food is presented.
3. Provide prepared meals in closed, disposable containers, for takeout only. Indicate contents by signage at selection line, container labeling or clear packaging.
4. Provide individually wrapped disposable napkins and utensils, and disposable cups.
5. Consider providing only canned or bottled drinks during Response Level 6 periods.
6. Post appropriate signage describing effective housekeeping procedures, cleaning, and hand hygiene instructions.

Conference Rooms

1. Remove all common cups and other re-usable utensils.
2. Assure a container of disinfectant wipes and Kleenex is available in the room provided by Client.

Facility Cleaning

General Guidance on Employee Awareness

1. The Covid-19 virus is sensitive to detergents. Thorough cleaning with current detergent cleaners and water is adequate for most non-healthcare locations unless gross contamination or blood is evident. Disinfectant chemical is used at all medical sites serviced by V2 Solutions, Inc as a rule.
2. Transmission of influenza from contaminated hard surfaces is a possible transmission route. Cleaning and disinfection cannot be relied on as the primary means to control the spread of influenza virus during periods of local outbreak. Infection control practices must include hand hygiene (hand washing), respiratory etiquette and proper disposal of tissues.
3. This Facility cleaning Protocol is to be implemented in any building occupied by V2 Solutions, Inc employees and located within a region where a Pandemic Response Level 6 is declared. V2 Solutions, Inc will be responsible for notifying employees when that Alert Level is declared for buildings they service.
4. This cleaning protocol shall be continued until a reduced Pandemic Response Level is declared or modified procedures are issued by the Client.

Protocol for Cleaning and Disinfecting of Environmental Surfaces

1. Train all cleaning staff in basic infection control and hand hygiene techniques.
2. Provide additional disposable gloves to cleaning staff and instruct in their use to prevent the spread of infection.
3. Normal facility cleaning procedures for environmental surfaces should be followed using standard cleaning products.
4. Floors and other horizontal surfaces should be cleaned regularly. No special treatment is necessary for ceilings, walls and window blinds/curtains unless there is evidence of visible contamination with blood or bodily fluids.
5. During a local pandemic outbreak, surfaces that are frequently touched with hands such as sinks, doorknobs, light switches teleconferencing units, elevator buttons, escalator hand rails, railings and counters should be added to cleaning schedule in place of routine floor care. Appendix C is provided to indicate typical high contact surfaces in various occupancy settings. It is not meant to be all inclusive.
6. There is no evidence to support the efficacy of widespread disinfection of the general environment or air. Widespread application or spraying of disinfectants into the air or into HVAC intake grills is ineffective, may be an unsafe practice, and should be avoided.
7. Disinfectants used shall be an EPA-registered product with label claims. The EPA list is available at: <https://www.epa.gov/coronavirus>
8. The most appropriate disinfectant solutions are alcohol based products. They evaporate rapidly and are not harmful to most surfaces. Many of the products on the above list are alcohol based.
9. Routine use of bleach should be avoided as it is corrosive to certain metals, damaging to environmental surfaces, inactivated by organic matter, has no detergent (cleaning) benefit, and is toxic. V2 Solutions, Inc does not use any bleach based products.
10. Personal protective equipment should be worn when applying cleaning products. This includes gloves, as well as goggles if splashing or spraying is possible. Masks are provided to all V2 Solutions, Inc staff.
11. Safety Data Sheets must be available for all products used.

Specific Cleaning Procedures Recommended

Cleaning of Common Areas

1. In addition to routine cleaning, surfaces routinely touched by staff, visitors, and other occupants of the building in high traffic areas should be wiped down with an EPA-registered disinfectant at least three times per day. A recommended schedule would be:
 - a. Nights - detail cleaning to prepare for following day,
 - b. Mid morning - following morning high traffic period and prior to lunch,
 - c. Mid afternoon - following lunch and prior to evening high traffic period.
2. Surfaces requiring this additional cleaning include, but should not be limited to:
 - a. Elevators - wall panels and control panel
 - b. Escalator handrails
 - c. Entry door opening pulls and push panels
 - d. Stair and mezzanine railings
 - e. Bathrooms - see detailed instructions provided below.

Cleaning of Bathrooms

1. Provide nightly detail cleaning as per normal procedures.
2. Wipe down contact surfaces with an EPA-registered disinfectant at least three times per day, (ideally on the schedule outlined in the Section 1, above). These surfaces should include:
 - a. Toilet seats
 - b. Stall door handles
 - c. Flush valve handles
 - d. Sinks and water faucet handles
 - e. Towel dispensers

- f. Door exit push plates and entry pulls.

Cleaning of Conference Rooms/ Classrooms

Provide nightly detail cleaning as per normal procedures. In addition, perform the following additional procedures:

1. Wipe down all table surfaces and edges with EPA-registered disinfectant.
2. Wipe down all impervious chair surfaces. Mist all chair fabric surfaces. Allow to air dry.
3. Wipe down telephones, projectors, teleconferencing devices, switches, doors and other equipment present in the room with a potential for hand contact.

Cleaning of Break Rooms

Provide nightly detail cleaning as per normal procedures. In addition perform the following additional procedures:

1. Wipe down all table surfaces and edges with EPA-registered disinfectant.
2. Wipe down all impervious chair surfaces. Mist all chair fabric surfaces. Allow to air dry.
3. Wipe down surfaces subject to hand contact, including but not limited to:
 - a. cabinet and drawer doors and handles,
 - b. refrigerator/freezer doors and handles,
 - c. microwave control panels and doors,
 - d. vending equipment operating panels and doors,
 - e. drinking fountains, ice machines and water dispensers,
 - f. sinks and faucet handles
 - g. coffee pots and dispensing units,
 - h. switches, closet doors and other equipment present in the room with a potential for hand contact.

Cleaning Procedures for Employee Work Spaces

Routine Office and Workstation Cleaning

1. Employees should be provided with a supply of approved alcohol based disinfectant wipes. It will be the responsibility of each employee to maintain the cleanliness of individual offices and workstations on an as needed basis.
2. Equipment and surfaces in the office/workstation should be disinfected with a disposable disinfectant wipe prior to each day's activities or more often, if needed.
3. Surfaces should include items such as telephones, computers (particularly keyboards and monitors), chairs, files, drawers, desktops, doors (knobs and handles), light switches, and tops and sides of partitions (particularly at entry to the workspace).

Disinfecting Work Stations Previously Occupied by Ill Employee

1. If possible avoid reassigning staff to offices and workstations of an employee who is absent with flu-like symptoms. Close and lock office doors, and place the "Potentially Contaminated Worksite" sign on the exterior of the door, or on the office partition at the entry point.
2. Where continuing utilization of the workspace is necessary, it should be disinfected with an EPA-registered disinfectant per the following steps.
3. When performing decontamination of possible contaminated work stations, in addition to disposable nitrile gloves, a disposable N95 respirator may be worn.
4. Place all personal materials of the ill employee in a covered storage box (more than one box may be required). This should include personal papers and supplies on work surfaces. Do not overlook personal effects such as shoes, coats, sweaters, umbrellas, coffee mugs, food items and any other personal items.
5. Label the box with the employee's name and office location. Wipe down the box and transport to a designated secure storage location.

6. Wipe down all accessible surfaces in the workstation. Pay particular attention to computer keyboards, monitors, telephones, desktops, drawers, file cabinets, lights, switches, doors and other exposed surfaces.
7. Prior to leaving the space mist down all surfaces, carpet (or other flooring), supplies and equipment. Allow to air dry.

APPENDIX C

High Traffic/High Contact Potentially Contaminated Surfaces

Common High Traffic Areas (Public Space and Private Space)

Escalator handrails

Elevator control panels and call buttons

Entry door opening pulls and push plates

Stair and mezzanine railings

Security desks

Teller counters

Drinking fountains

Common Work Areas

Copiers

Faxes

Printers

Telephones

Counting machines

File cabinet handles

Light switches/thermostats

Computers/terminals

Production equipment controls

Conference Rooms

Tabletops

Chair armrests

Telephones, projectors, other equipment

Cabinet doors and drawers

Entry door handles

Break rooms/Canteens

Vending machines

Microwaves

Coffee pots/dispensers

Refrigerator/freezers

Water dispensers

Cabinets and drawers

Drinking fountains and water dispensers

Ice machines

Sinks and faucet handles

Bathrooms

Flush valves

Sinks and handles

Towel dispensers

Door pulls and push plates

Toilet seats

Stall doors and handles

Online Resources

Centers for Disease Control and Prevention – Covid-19 General Information:

Covid-19 Flyers and Other Print Material:

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

Covid-19 Resources for Businesses and Employers:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>