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| Title: | Precautionary & Confirmed Pandemic Response | | |
| Number: |  | Last Review Date: | 3/25/2020 |
| Author: | Angel Doyle | | |
| Approver: |  | | |

*Printed and electronic copies of this document are considered*

Purpose

Cleaning practices for preventing the transmission of COVID-19 or another Pandemic Virus

Scope & Applicability

Currently, there is no basis for altering our regular janitorial cleaning practices. However, the implementation of advanced, ‘environmental infection control’ may be initiated following a request and negotiation with HBS,HU, (or triggered by a risk/exposure event). Any proposed changes must be reviewed and approved by the VPO and Regional HSSE Manager (RHM).

This guidance identifies two (2) primary means of improving environmental infection control: (1) Changes to cleaning products, from standard to EPA ‘List N’ and (2)Changes to cleaning frequencies, specifically for touchpoints, based on the facility’s risk level.

Roles & Responsibilities

**Senior Facilities Management**:

* Has ultimate responsibility for the effective operation of the account

**Account Manager**:

* Responsible for communicating with the customer, setting overall project priorities, and ensuring key performance indicators are achieved

**HSSE Management**:

* Responsible to draft the SOP & JSA under OSHA guidelines and complying with C&W Services & host site policies. Assist Site management with annual program review

**Supervisor**:

* Responsible to perform the task(s) under C&W Services guidelines. Responsible for assuring field compliance with policy and procedure; including training, tool use, PPE use, and complete documentation

Process Description

Provide level of cleaning based on risk assessment table provided. C&W Services will provide Level 1 & Level 2 cleaning.

(1) Regular Janitorial cleaning;

(2) Advanced environmental infection control and;

(3) Decontamination (confirmed or presumed areas with COVID-19

For Janitorial cleaning in response to a suspected case of COVID-19, C&W Services personnel shall use approved Products from EPA’s ‘List N,’ which can be found here:

[(https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\_03-03-](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf?referringSource=articleShare)

[2020.pdf?referringSource=articleShare)](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf?referringSource=articleShare)

Cleaning Products

All cleaning product shall be used in accordance with the manufacturer’s specifications, particularly dwell/contact times. For example, while Diversey Oxivir 1 is currently stated by the manufacturer to require only 1-minute of surface contact, Diversey Virex II 256 requires 5-minutes.

Risk Assessment and Service Areas

For the purposes of advanced cleaning, the determination of changes to cleaning frequencies starts with the identification of the risk level of the facility (see Table1).

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| **Table 1: Risk Level by Facility Type** | |  |
| **Risk Level** | **Facility Type (or known exposure level)** | **Frequency Changes** |
| High | * Healthcare facilities and facilities with a vulnerable population (i.e., occupants with weakened or compromised immune systems, infants, the elderly, or other medical patients). * Known outbreak throughout local area/county * Any facility with known/presumed COVID-19 | Follow (strict) client schedule or Local Health Department recommendations.  **C&W Service will not perform these services.** |
| Moderate | * Public venues (convention halls, sport stadium) * High public foot-traffic facilities - airports, shopping malls, educational buildings * Persons sent home for suspected illness | Per Table 2, below |
| Low | * Commercial office, manufacturing and warehousing buildings, and other facilities with no known/suspected COVID-19 | No change in product/ freq. recommended |

Detailed Procedure

* Notify Supervisor of potential illness reported.
* Block the affected area by at least 6 feet radius
* Confirm the nature of the illness and the potential of presumed cases of infection.

**Prepare**

* Review Risk Assessment chart to identify level
* Follow guidelines based on Risk Assessment Table 1
* Determine which level of Cleaning applies below:

**Level 1- Regular Cleaning** - Regular cleaning protocols as per existing contracted scope of work

**Level 2 - Advanced Cleaning** – Environmental Infection Disinfecting control of rooms/areas/zones which do NOT have a suspected or confirmed case of COVID-19. Note that suspected or confirmed areas with COVID-19 surpasses the 6-day waiting period, it can then be addressed as a Level 2 clean with either disinfecting sprayers or wipes. Level 2 will follow guidelines listed in Table 2 below using either Oxyvir 1 or Virex II 256. If neither product is available refer to the EPA list in link below.

[(https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\_03-03-](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf?referringSource=articleShare)

[2020.pdf?referringSource=articleShare)](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf?referringSource=articleShare)

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| **Table 2: Examples of Cleaning Frequency for Moderate Risk Facilities** | | |  |
| **High-Frequency Touchpoints** | **Frequency per day** | **High-Frequency Touchpoints** | **Frequency per day** |
| Elevator Buttons | 3x | Refrigerator/Freezer Handles | 3x |
| Interior Staircase Handrails | 3x | Microwave Buttons | 3x |
| Lobby Door Handles | 4x | Breakroom Cabinet Handles | 3x |
| Conference Room Door Handles | 3x | Coffee Bar/Café Sink Handles | 3x |
| Restroom sink/door handles | 3x | Countertop | 3x |

**Level 3 - Environmental Disinfection** of a known or suspected COVID-19 case. This level is based on exposure within the 6-day waiting period and requires to be outsourced by professional biohazard companies.

* + Will require HBS-HU engaging Public Health Agency and CDC for reporting incident and obtain guidance.
  + Will require the coordination between HBS,HU C&W Services, and pre-approved vendor to support decontamination area(s).
  + C&W Services will assist in engaging vendor and coordination. Contract with vendor can be either subcontracted by C&W Services or a direct MSA between vendor and HBS,HU, whichever is deemed appropriate by HBS,HU management and their EH&S department.

**PPE**

PPE shall be used per product SDS (Safety Data Sheet) and company best practices. C&W Services best practices requires employees conducting cleaning tasks are required to wear disposable gloves and, if they are spraying chemicals use safety glasses. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash:

* + Gloves should be compatible with the disinfectant products being used.
  + Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash, e.g., spraying products.
  + Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
  + Cleaning staff and others should clean hands often, including after removing gloves, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Note: The CDC does not currently recommend the use of respirators (e.g., N-95s) and/or surgical masks for individuals performing environmental cleaning and disinfecting.

**PPE**

Equipment, tools, and supplies for cleaning tasks related to COVID-19 or other Virus’ shall be strictly limited to such use and kept separate from other cleaning supplies. Such equipment/tools shall be disposed of or disinfected according to manufacturer’s guidelines after each use.

**Training**

Site management shall ensure the following are completed for all employees assigned to perform the advanced environmental infection control cleaning practices, outlined above. These actions must be completed prior to initiating COVID-19 or other Virus-related cleaning work:

* + C&W Services core training curriculum (e.g. PPE, BBP Awareness, HazCom);
  + Training on the cleaning products, tasks, and task frequencies, including review of the product SDS;
  + Training on janitorial cleaning procedures, as outlined in the Site-Specific Pandemic Contingency Plan, Section III, available on the C&W Services [Khub a](https://cushwake1.sharepoint.com/teams/FSKhub/FM_Americas_Documents/Forms/Doc%20Set.aspx?id=%2Fteams%2FFSKhub%2FFM%5FAmericas%5FDocuments%2F100%2DHSSE%2FCOVID%2D19%5FDocuments)nd;
  + Review of good personal hygiene practices for reducing transmission of viruses.

**If exposure occurs to an employee that may be at risk**

* Self-isolate for two weeks and call your physician
* Report this to your Human Resource Manager immediately

Related Processes and Documentation (References)

Definitions

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| **BBP** | Bloodborne Pathogen |
| **ECP** | Exposure Control Plan |
| **HiPo** | High Potential Risk Task |
| **Universal Precaution** | Assume all areas for potential risk with a suspected case of COVID -19 or other Virus’ |

## Document Change Record

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| --- | --- | --- | --- | --- |
| Version | Date | Section | Nature of Change | Approver |
| 1 | 3/25/2020 | All | Original Issue | (Name) |