

CDC-Recommended Steps for Disinfecting Facilities That Do Not House People Overnight

1) Close off areas visited by the ill person.

Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning to clean and disinfect.

2) Clean and disinfect.

Cleaning staff should clean and disinfect all frequently touched surfaces such as furniture, offices, bathrooms, common areas, shared electronic equipment like phones, computers, keyboards, remote controls, and ATM machines used by the ill person, focusing specially on frequently touched surfaces.

a. **Clean** surfaces using soap and water.

b. **Disinfect** non-porous surfaces by using either

i. **Most common EPA-registered household disinfectants**- read the labels; many products recommend keeping the surface wet for several minutes to ensure germs are killed; or

ii. **A diluted household bleach solution if appropriate for the surface**- 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

1. Check to ensure the product is not past the expiration date.

2. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

3) When cleaning and disinfecting

* Make sure there is proper ventilation in the room.

* Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

* Always wash your hands immediately after removing gloves. Wash your hands often with soap and water for 20 seconds.

Additional Considerations for Employers

* Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.

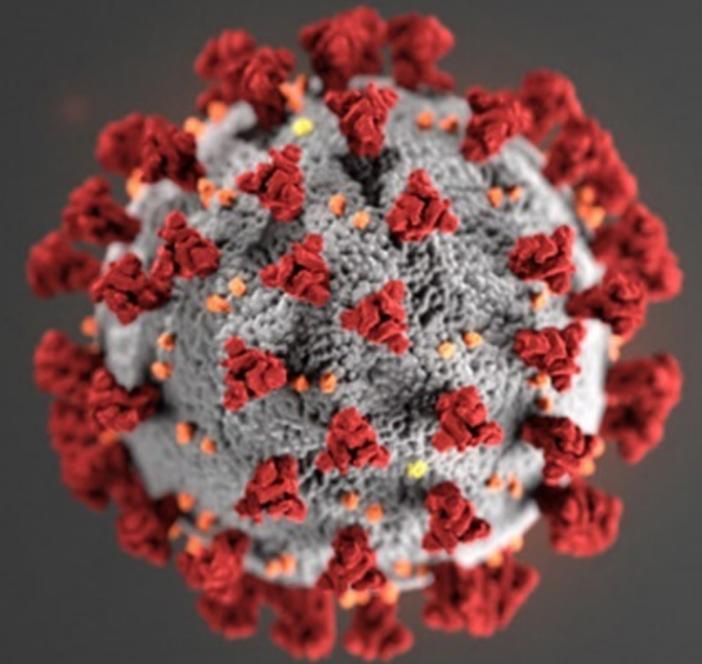
* Employers should educate staff and workers performing cleaning, laundry, and trash pickup activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

* Employers should 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.

* Employers must ensure workers are trained on the hazards of the cleaning chemical used in the workplace in accordance with OSHA's Hazard Communication standard.

* Employers must comply with OSHA's standards on Bloodborne Pathogens, including proper disposal of regulated waste, and PPE.

Guidance on Preparing Workplaces for COVID-19[©]



Do you know what your obligations are when your employees test positive for COVID-19?



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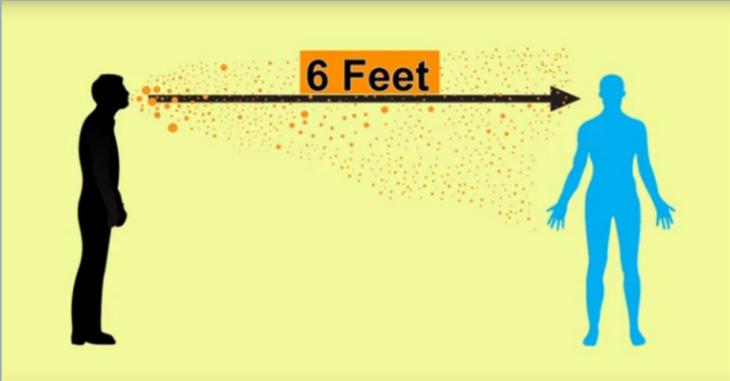
1. Quarantine Infected Employee

The employee who received a positive COVID-19 diagnosis should quarantine at home for at least 14 days or until approved to return to work by a healthcare provider.



2. Notice to Exposed Employees

Notify exposed employees (those who worked within 3-6 feet of the infected employee within the previous 14 days) that they were exposed to an individual who was diagnosed with COVID-19.



DO NOT DISCLOSE the affected employee's name and identifying information. Keep this information **confidential** to mitigate your risk of privacy claims.

3. Quarantine Exposed Employees

Employees who are exposed to the diagnosed employee should be instructed to stay home, self-quarantine for at least 14 days, and monitor for COVID-19 symptoms (e.g., fever, cough, and shortness of breath) throughout this time.



4. Paid Sick Leave for Quarantined Employees.

Some employees are eligible for up to two weeks of paid sick leave under the Families First Coronavirus Response Act.* However, even if your business is not required to provide paid sick leave, you should consider providing employees with up to two weeks of paid sick leave (two weeks is the recommended length of self-quarantine by the CDC) if they test positive for COVID-19 or are exposed to a co-worker who tested positive.** Otherwise, employees may be able to use accrued paid time off (e.g., vacation or paid sick leave) provided by the employer.

5. Notice to Public Health Official

You should notify the local public health agency, if not already notified by the healthcare provider that received the confirmation of a positive diagnosis, that an employee has received a positive COVID-19 diagnosis. Local health agencies will be your best resource as to next steps to take, public notice requirements, etc.

6. Clean and Disinfect

The employer should clean and disinfect the areas where the diagnosed employee worked. Employers with high foot traffic (e.g., restaurants, grocery retailers, businesses with buildings still open to the public) should consider professional cleaning services*** to ensure cleanings are done by trained professionals with the use of EPA-registered disinfectants. Otherwise, please follow the CDC-recommended steps for disinfecting facilities that do not house people overnight.



*As of April 1, 2020, private employers with fewer than 500 employees are required to offer two weeks of paid sick leave under the Emergency Paid Sick Leave Act for various qualifying reasons and up to ten weeks of paid leave for childcare due to Coronavirus related school or place of care closures under the Emergency Family and Medical Leave Expansion Act.

**Although you may not be required to comply with the above-mentioned paid leave laws, grocery retailers and restaurants are advised to consider offering paid sick leave to employees who are diagnosed with COVID-19 themselves or if a family or household member has tested positive. Such policy promotes CDC guidance to keep sick workers at home and may comply with your local health department rules prohibiting sick employees from preparing food.

*** We have worked closely with Servpro of Sugarland for preventative and responsive cleanings for our clients' facilities, and they can do the same for you.