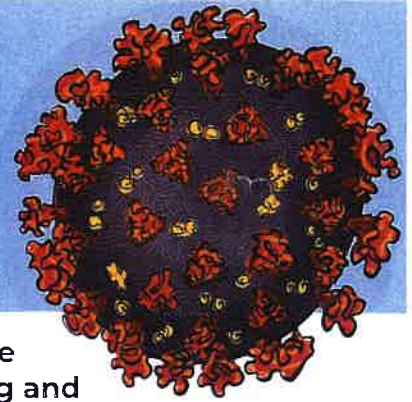


CLEANING PROTOCOLS FOR OFFICES

TO PREVENT THE SPREAD OF COVID-19



Current evidence suggests that the novel coronavirus can remain viable for hours to days on surfaces made from a variety of materials. Cleaning and disinfecting surfaces is a best practice measure for preventing the spread of COVID-19 and other viral respiratory illnesses in community settings.

CENTERS FOR DISEASE CONTROL AND PREVENTION RECOMMENDS:

- ✓ Prepare a bleach solution for hard surfaces by mixing: 5 tablespoons (1/3 cup) bleach per gallon of water - or - 4 teaspoons bleach per quart of water. If desired, wear disposable gloves to protect your hands from the bleach solution.
- ✓ Assigned cleaners should clean hands often, including immediately 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.

FOR EVERYONE:

Morning checklist:

- ✓ Wash your hands upon entering the exiting the building.
- ✓ Prop open any internal doors in your area.

Clean after each use:

- ✓ Boardroom and classroom tables
- ✓ Any communal phone

Clean your cubicle daily, including:

- ✓ Phone
- ✓ Keyboard, mouse, and mouse pad
- ✓ Chair arms
- ✓ Pens, pencils, tape dispenser, stapler, and drawer handles
- ✓ Anything else you touch frequently

FOR ASSIGNED CLEANERS:

First thing in the morning:

- ✓ Check all hand sinks to ensure they are stocked with hand soap and paper towels.
- ✓ Check and restock cleaning supplies (e.g. Lysol wipes, spray bottle of bleach solution, paper towels, gloves, etc.).
- ✓ Ensure that someone is assigned to clean each of the following surfaces. Surfaces that are cleaned twice daily should be cleaned at approximately 12:00 p.m. and 5:00 p.m.

Clean twice daily (or as often as feasible):

- ✓ All internal door handles and key pads for doors
- ✓ Screen and buttons on printers
- ✓ Faucet handles for all sinks
- ✓ Lights switches
- ✓ Kitchen countertops
- ✓ Refrigerator and drawer handles
- ✓ Stairwell bannisters
- ✓ Other frequently touched surfaces