



COVID-19

Workplace Sanitation Guidelines

1. Instruct cleaning staff to wear applicable Personal Protective Equipment (PPE) such as disposable gloves and eye protection for all tasks in the cleaning process, including handling trash. Direct staff to wash their hands immediately after removing disposable gloves.
2. Disinfect high contact surfaces in break rooms, restrooms, and other common areas (i.e. door handles, lobbies, etc.) frequently. Those areas receiving more traffic should be disinfected more often. As a best practice, disinfect on the following schedule at a minimum:
 - a. Public Restrooms: Once daily
 - b. Employee Breakrooms: Daily
 - c. Employee Restrooms: Daily
 - d. Other employee shared areas: Daily
 - e. High contact surfaces (door handles, light switches, etc.): At least daily and more frequently if needed
3. Direct employees to regularly clean their workstations daily, or at the start and end of their shift for shared workstations and areas.
4. Make sanitizer / disinfectant and related cleaning supplies available to all employees at specified locations.
5. Ensure employees frequently wash hands using soap, water and single-use paper towels. In situations where hand washing facilities are not available, provide hand sanitizer that contains at least 60% alcohol.
6. Provide hand sanitizer containing at least 60% alcohol to all employees and customers at common points of ingress/egress and in common areas such as conference rooms, breakrooms, or other locations used by multiple employees.
7. Provide hand sanitizer to employees at their workstation when their role requires regular interaction with customers.
8. Assign employee(s) to disinfect high-contact surfaces frequently (counters, common tables, restroom surfaces, doorknobs, phones, keyboards, copiers, light switches, etc.).