Bringing PA Back
Webinar Series
Prepare your Workplace: Cleaning, Sanitation, and PPE

Tuesday, May 26, 2020 TIME EST
Introductions

Maggie Miller,
BS, MT(ASCP)M, CIC, FAPIC
HAPevolve Consultant
Infection Prevention Specialist

Joe Tibbs,
MBA
President, HAPevolve
Key Takeaways

• Some basic information on what we know about getting businesses back to work during the COVID-19 pandemic
• Some guidance on cleaning and disinfection strategies
• Consideration as to needed policies and procedures
Disclaimers

• This is meant to be informative, not definitive
• Information shared is based on most recent regulatory guidance, but this guidance is subject to change
• Information shared is intended to help your organization navigate complicated return to work issues, but every organization is different
Human Factors

What will drive your employees and customers to feel safe in their workplace environment?
Your Staff May Be Feeling...

- Worried about the safety of leaving their home
- Concerned about how their employer will keep them safe at work
- Stressed about their family situation, unemployment, illness
Human Factors

• Varying degree of understanding about virus spread
• Understanding why we are asked to do these things
• Differing risk factors
• Comfort vs. Compliance
Basic Info about COVID-19

• What is this virus?
• How does the virus spread?
• Infection Prevention—tips for preventing virus spread
• What is social distancing?
Cleaning, Disinfection and Environmental Factors
What to Clean?

- Identify high-traffic areas and high touch surfaces
  - More Contact = Greater cleaning frequency
- Define what triggers will be used for cleaning
- What available disinfectants will kill the novel Coronavirus?
  - EPA approved disinfectants
- Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method, and contact time
How to Clean: Standard Hygiene

- **Wear disposable gloves** to clean and disinfect
- **Clean surfaces using soap and water, then use disinfectant**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces
- **Practice routine cleaning** of frequently touched surfaces
  - More frequent cleaning and disinfection may be required based on level of use
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

How to Clean: When Someone is Sick

- **Close off areas** used by the person who is sick
- **Open outside doors and windows** to increase air circulation in the area
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines
- **Vacuum the space if needed**. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available
- Once area has been **appropriately disinfected**, it can be opened for use
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary

Physical Changes to Reduce Exposure

• Change employee spacing
  • Barrier height
  • Spacing

• Review congregate space
  • Breakrooms, cafeterias, smoking areas, restrooms, locker rooms
  • Restrict access to certain areas?
  • Define traffic pattern for employee entrance/exit?
  • Conference rooms as offices?
Managing Airflow in Facility

• Ventilation Systems
  • Increase exhaust
  • Decrease economizer settings
  • Evaluate impact of open doors and windows
Equipment, Safety Measures, and Your Facility
Types of Respiratory Protection

- Cloth face covering
  - “My mask protects you, your mask protects me”
- Face masks
- Respirators
PPE for your Customers

• Define your policy and procedure for mask usage with your customers
  • Signage
  • Providing vs. requiring
  • What’s the escalation strategy for non-compliance?
PPE for your Employees

• Provide adequate and appropriate PPE
• What will your policies and management strategies be regarding compliance?
  • Efficacy of PPE is a result of compliance to proper use
• Ensuring compliance
Procedures to Consider for Facility Entry

• Establish separate entrances and pathways for customers vs. employees

• Screening employees for temperature and COVID symptoms when entering work
  • On site? At home?

• Screening customers for temperature and COVID symptoms when entering work

• Providing/requiring masks on entry

• Track who has been on-site
  • Sign-in sign-out log
  • Supports contact tracing if needed
Maintaining Social (Physical) Distancing

• Decrease density of workers
  • Stagger shift start times
  • Alternate employee days on-site
  • Adjust workplace to ensure min 6’
• Plan to implement practices to minimize face-to-face contact between employees
• Plan to implement practices to minimize face-to-face contact between employees with customers
• Evaluate need for all in person meetings and who must attend vs. remote
Policy and Procedure Considerations
On-site vs. Off-site or Both?

• Prioritize on-site operations based on function
• Employees with risk factors should have priority for off-site
• Which employees can continue to telework
Policies and Procedures

• Flexible work hours and/or continuing telework
• Flexible sick time
• Updated paid time off policies
• Leave time to care for sick family members
COVID-19 Specific Policies

• What to do if an employee gets sick at work, or lives with someone that is suspected or positive for COVID-19?
• Who needs to be notified?
• Wearing Personal Protective Equipment (PPE)
Communication + Education

• How will you communicate to employees what is proactively being done to ensure employee safety?
  • Use of new media?

• Education for employees about COVID-19 and the signs & symptoms
  • Facts vs. Perception
Sample CDC Guidance for COVID-19

• CDC- Coronavirus-What's New
• CDC- People who are higher risk for severe illness (age, DM, BMI over 40, heart or liver disease)
• CDC- Testing for COVID-19
• CDC guidance for businesses and employers – plus ongoing updates to guidance
• CDC- Interim guidance on workers who may have had exposure
• CDC- Travel restrictions – explore alternatives
• Every state has individual guidance
  • Pennsylvania
So What’s Next…?

• Each business is unique
• Reopening America safely will require all to use recommended best practices
• Ask for help, this is new for everyone
Questions?

Please feel free to email us if you are interested in learning how HAPevolve experts can help you and your organization during this time at info@HAPevolve.com!