

Facility Cleaning and Disinfecting

GENERAL FACILITIES INFORMATION

- ▶ Viruses may live on hard surfaces for possibly days. Evaluate and implement measures to minimize the transmission of the virus through environmental sources, specifically hard surfaces. Check with Health Department and medical officials for the optimal materials/methods/practices. These may change over time.
- ▶ Train custodial personnel on flu/pandemic transmission methods.
- ▶ Establish standards for use of personal protective equipment. Train all custodial employees on the proper use and disposal of personal protective equipment.
- ▶ As frequently as practical, clean hard surfaces that are commonly touched by employees with a neutral detergent followed by a disinfectant solution. NOTE: These are general guidelines. Follow federal and local Health Department instructions.
- ▶ Hard surfaces may include:
 - ✓ Handrails
 - ✓ Doorknobs/handles
 - ✓ Elevator buttons
 - ✓ Sinks and faucets
 - ✓ Countertops
 - ✓ Windowsills
 - ✓ Light switches
 - ✓ Equipment controls
 - ✓ Cabinet and file drawer knobs/handles
 - ✓ Vending machines
 - ✓ Chair arms
 - ✓ Copier/printer/fax control buttons
- ▶ Provide disinfectant soap in all bathrooms and break areas. Encourage employees to wash hands frequently (several times per day).
- ▶ Provide sanitizing/disinfecting wipes to all departments and encourage employees to frequently (several times per day) sanitize surfaces that they are in contact with. Emphasize sanitation of items that are used close to the face, such as telephones, smartphones, hands-free microphones, radios, hard-hats, and similar items.
- ▶ Place sanitizing/disinfecting wipes in company vehicles with reminders to wipe down steering wheels, knobs, and gearshifts before and after use.
- ▶ Use hand-held black lights and phosphorescent powder to detect viral and bacterial residues. Check with local health authorities.

Get the complete Pandemic Manual: <https://foundation.ifma.org/news/publications/>



DINING ROOMS AND CAFETERIAS

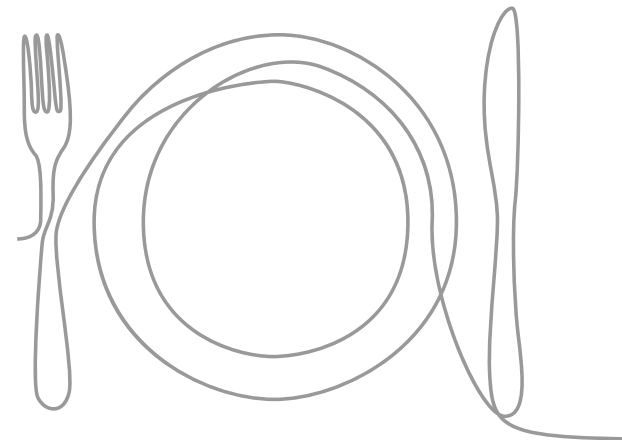
Follow the sanitation measures described above. Consider the following temporary measures to reduce the potential for virus transmission:

- ▶ Place a sanitation station at the entrance to the dining facility. Require patrons to use alcohol-based cleaner or sanitary wipes prior to entering the facility.
- ▶ Reduce patron concern by posting information summarizing the steps that the food service facility is taking, why, and what individuals can do to reduce pandemic transmission (clean hands routinely, cough etiquette, social distancing). Assign a management employee to circulate among patrons at the dining facility to answer questions or concerns.
- ▶ Replace silverware with plastic wrapped, disposable eating utensils.
- ▶ Offer only food items that are individually packaged.
- ▶ Suspend offering buffet line items that are open to employees and typically protected only by a sneeze guard. Alternatively, place buffet items behind a serving counter and assign cafeteria staff to serve the items rather than allowing self-serve.
- ▶ Suspend offering items that are prepared off-site under conditions that are not monitored by the company.
- ▶ Suspend offering items that are not cooked and are not pre-packaged (e.g., salads, fruits, raw vegetables, uncooked sandwiches, bakery items, and so forth).
- ▶ Place trays, cups, coffee mugs, plates, and other items normally openly accessible to patrons in a secure area. Do not allow patrons access to these items until issued on an individual basis. Ensure the cafeteria workers issuing these items are wearing rubber gloves and masks.
- ▶ Assign cafeteria personnel to continuously sanitize hard surfaces that are commonly touched by patrons.
- ▶ Identify triggers indicating temporary closure of the cafeteria is appropriate:
 - ✓ News of pandemic transmission at other food service facilities.
 - ✓ High levels of employee concern about pandemic transmission at the food service facility.
 - ✓ Limited use of the facility by patrons.
 - ✓ Very low availability of cafeteria staff.

COMMERCIAL KITCHENS/FOOD PREPARATION AREAS

Evaluate and implement appropriate options contained in Dining Rooms and Cafeterias. In addition, consider the following options:

- ▶ Train all kitchen employees on pandemic transmission and prevention measures.
- ▶ Require the use of rubber gloves, paper food service masks, smocks, and headgear by ALL food preparers at ALL times in the kitchen.
- ▶ Arrange for clothing worn by kitchen staff to be washed nightly.
- ▶ Frequently sanitize food preparation items (pots, pans, knives, cutting boards, and similar items). Soak implements in a bleach solution for 30 minutes (1 cup [250 ml] or 5.25 percent unscented household bleach to 5 gallons (20 liters) of water) or as recommended by local health authorities.
- ▶ Ensure delivery of food items is monitored closely to ensure kitchen contamination does not occur. Alternatively, do not allow delivery personnel in the kitchen.
- ▶ Cutting boards that are pitted, cracked or otherwise in poor condition should be discarded.



BATHROOMS

Evaluate and implement appropriate options contained above. In addition, consider the following options:

- ▶ Consider installation of motion-sensor activated soap dispensers, toilet flushers, paper towel dispensers, and sink faucets.
- ▶ On all bathroom doors, place reminders of the importance of hand washing and attention to hygiene.
- ▶ Ensure all bathrooms are adequately stocked with sanitizing soap and hand towels. These will be depleted rapidly by employees and will require replenishing more often than normal.
- ▶ Frequently wipe down bathroom faucet knobs and fixtures.
- ▶ Increase the frequency at which wastepaper is collected and disposed of.

GENERAL SUPPLIES

Obtain adequate stock of hygiene and sanitation supplies, such as:

- ▶ Neutral detergents (i.e., bleach)
- ▶ Disinfectants
- ▶ Hand sanitizer
- ▶ Disinfecting/sanitizing wipes
- ▶ Tissues
- ▶ Rubber gloves
- ▶ N95 face masks

SUPPLY DISTRIBUTION

Provide antibacterial hand washing solutions such as hand sanitizers and sanitary wipes in all common areas, such as:

- ▶ Central locations within work areas
- ▶ Break rooms
- ▶ Bathrooms
- ▶ Lobbies
- ▶ Copy rooms
- ▶ Cafeterias
- ▶ Waiting rooms
- ▶ Training rooms
- ▶ Outside elevators
- ▶ Loading docks

Get the complete Pandemic Manual: <https://foundation.ifma.org/news/publications/>

