

# Facility Manager's Guide to Help Prepare for Coronavirus Disease 2019 (COVID-19) in the Workplace

## What you should know about COVID-19

COVID-19 is the name of the respiratory illness or disease that was first reported in Wuhan, China in late 2019. The disease is caused by a coronavirus called SARS-CoV-2.

### How it spreads:

- ▶ The primary mode of transmission is person-to-person. The virus spreads by being in close contact (within about 6 ft.) with an infected person or through respiratory droplets produced when an infected person coughs or sneezes. The droplets can then land on a person's mouth or nose or possibly be inhaled into the lungs. An infected person not exhibiting symptoms can also transmit the virus to other people.
- ▶ It is also possible that the virus may spread from touching a surface that has the virus on it and then touching your mouth, nose or eyes.

### Symptoms:

According to the Centers for Disease Control and Prevention (CDC), the symptoms include fever, cough and shortness of breath. These symptoms may appear 2-14 days after exposure to the virus. The illness can be mild, but in more severe cases, infection can cause severe respiratory issues, pneumonia, kidney failure and even death.

Go to the [CDC website](#) for the most up-to-date information on COVID-19

## Steps you can take to prepare your facility

- ▶ **Help spread the word on everyday preventive actions**
  - ▶ **Stay home when you're sick**—If you have a fever, stay home for at least 24 hours after the fever subsides without the use of medicine that lowers fever.
  - ▶ **Cough and sneeze into a tissue or your elbow**—Throw away dirty tissues into a wastebasket and wash or sanitize your hands afterwards.
  - ▶ **Don't touch your eyes, mouth, nose with unwashed hands**
  - ▶ **Wash your hands often with soap & water**—Wash your hands for at least 20 seconds. If soap/water is not available, use a hand sanitizer that contains at least 60% alcohol.
  - ▶ **Wear a face mask when around others and social distance**—Stay at least 6 feet apart from other people.
  - ▶ **Disinfect frequently touched surfaces daily**—Use EPA-registered products and get employees to help.
- ▶ **Put up posters to encourage good hygiene practices**
  - ▶ **Hand washing posters**—Place them in the bathrooms, breakrooms and near hand washing stations and/or sinks. ([English & Spanish](#))
  - ▶ **General good hygiene posters**—Place them in visible areas such as work station areas, conference rooms, cafeteria and breakrooms.
    - Stop the Spread of Germs ([English; Spanish](#))
    - Symptoms of Coronavirus (COVID-19) ([English; Spanish](#))



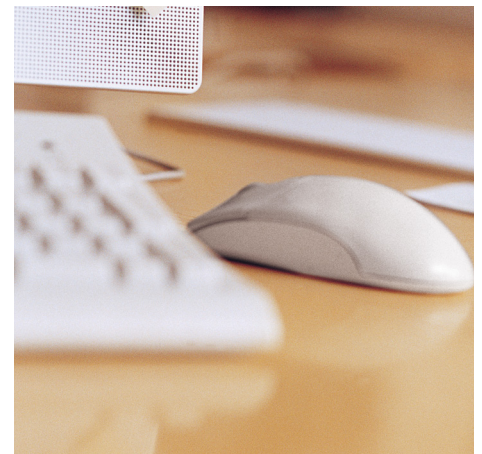
- ▶ **Understand which disinfecting products are effective against the coronavirus that causes COVID-19**
  - ▶ See the product manufacturer's website or contact them.
  - ▶ Look for a product on [EPA's List N](#), which lists products that can be used against the virus per the EPA's Emerging Viral Pathogen Guidance.
  - ▶ For CloroxPro and Clorox Healthcare products eligible for use against SARS-CoV-2, visit the [COVID-19 page](#) on [cloroxpro.com](#)
- ▶ **Review your surface cleaning and disinfecting protocols and update as needed**

#### TIPS ON EFFECTIVE DISINFECTING PRACTICES

- ▶ Disinfect all frequently touched surfaces daily including desks, conference room tables, cafeteria tables, restroom stalls/stall doors, door handles, keyboards/mice and sink fixtures.
- ▶ Disinfect after your routine cleaning is complete, including emptying trash, dusting and vacuuming to minimize cross-contamination.
- ▶ Remove any visible soil from the surface with a detergent-based cleaner before applying a disinfectant.
- ▶ Disinfect surfaces from high areas to low areas so that any dirt/dust that may contain microorganisms dislodged from above are removed when you clean the lower surfaces.
- ▶ Disinfect surfaces from "clean" areas, such as office spaces, to "dirty" areas, such as bathrooms, to minimize cross-contamination.
- ▶ For convenience, consider using a one-step disinfectant cleaner instead of a disinfectant that always requires a cleaning step prior to disinfection. One-step cleaner disinfectants ensure that workers can clean and disinfect in one pass in absence of visible soil.
- ▶ When disinfecting, ensure surfaces remain visibly wet for the contact time specified on the product label.
- ▶ **Make supplies accessible to employees**
  - ▶ Alcohol-based hand sanitizers containing minimum 60% alcohol
  - ▶ EPA-registered disinfecting wipes
  - ▶ Soap and paper towels
  - ▶ Tissues
  - ▶ Wastebaskets
  - ▶ Disposable facemasks

## Steps you can take when illness levels start to rise in your facility

- ▶ **Surface cleaning & disinfecting**
  - ▶ Increase the frequency of high-touch surface disinfection to two to three times a day. Do this in addition to your daily cleaning and disinfection protocol. If you have one, follow your cold and flu virus protocol when illness levels spike.
  - ▶ Place disinfecting wipes in common areas and encourage employees to wipe frequently touched surfaces.
- ▶ **Stock up on extra supplies, such as cleaning and disinfecting products, soap and hand sanitizer.**



- ▶ **Implement additional measures based on recommendations from national, state or local public health departments and, if applicable, the company's emergency planning team**

#### EXAMPLES OF ADDITIONAL MEASURES

- ▶ **Isolate sick employees who cannot leave the workplace immediately**—Identify a space that can be used to separate the people showing symptoms. If possible, designate a nearby separate bathroom just for these people. To minimize the risk of transmission, provide them with a new disposable facemask to wear until they can leave the facility.
- ▶ **Increase the space between people to at least 6 feet by spacing people apart.**

## Planning for your staff

### ▶ Plan for staff absences

- ▶ Have a flexible attendance and sick-leave policy. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing).

### ▶ Address the concerns of your staff who are at high risk for infection

- ▶ People who are generally considered a high risk for respiratory infections include:
  - Those aged 65 and older
  - Pregnant women
  - People with weakened immune systems
  - People with asthma
- ▶ Encourage high-risk individuals to consult their healthcare provider on how to protect their health.



## Stay informed

- ▶ Get up-to-date information about local illness activity from your local public health department.
- ▶ [Sign up](#) to receive alerts and updates directly from the CDC.

## Other resources

- ▶ [Communication tools](#) (videos, fact sheets and posters) from the CDC on COVID-19
- ▶ CDC: **“Get Your Workplace Ready for Pandemic Flu”** ([English](#))—helpful step-by-step planning guide on actions workplaces can take before, during and after a flu pandemic happens
- ▶ CDC: **“Pandemic Flu Check List: Workplace Administrators”** ([English](#); [Spanish](#))
- ▶ [OSHA Fact Sheet](#): **“What Employers Can Do to Protect Workers from Pandemic Influenza”**
- ▶ **“People at [High Risk](#) for Flu Complication”**



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