

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:

- ▶ **Person-to-person spread**—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 land on a person's mouth or nose or possibly be inhaled into the lungs. This is thought to be the main mode of transmission.
- ▶ **Contact with infected surfaces/objects**—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 are 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.
 - ▶ **Sanitize your hands**—Use a hand sanitizer containing at least 60% alcohol if soap/water is not available.
 - ▶ **Encourage employees to disinfect frequently touched surfaces**—Use EPA-registered products.
- ### ▶ 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.
 - Slow the Spread of Germs ([English; Spanish](#))
 - Don't Spread Germs at Work ([English; Spanish](#))
 - Stay Home If You're Sick ([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 the [EPA website](#) or the [Center for Biocide Chemistries website](#), which lists products that can be used against the virus per the EPA's Emerging Viral Pathogen Guidance.
- Check the product's master label on the [EPA website](#) using the EPA registration number found on the product label. Look for the virus(es) listed next to "enveloped virus" under the Emerging Viral Pathogen claims section. Follow the contact time of the virus(es) listed when using the product against the coronavirus that causes COVID-19.

► **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.
- 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 (for people who are showing symptoms)

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”**

CloroxPro products[†] eligible to be used against virus causing COVID-19 based on the EPA's Emerging Viral Pathogen Guidance

CloroxPro™ Product Name	UPC	EPA Reg. No.	Follow Directions For Use Against Stated Virus (Contact Time)
Clorox Commercial Solutions® Clorox® Disinfecting Wipes	15948 15949 31428 31547	67619-31	Rotavirus (4 min)
CloroxPro™ Clorox® Germicidal Bleach	31009 30966	67619-32	Rhinovirus (5 min)
Clorox Commercial Solutions® Clorox® Clean-Up® Disinfectant Cleaner with Bleach ₁ (Spray)	35417	67619-17	Rhinovirus (30 sec)
Clorox Commercial Solutions® Clorox® Clean-Up® Disinfectant Cleaner with Bleach ₁ (Diluted)	35420	67619-17	Rhinovirus (5 min)
Clorox Commercial Solutions® Clorox® Disinfecting Spray	38504	67619-21	Rhinovirus (30 sec)
CloroxPro™ Clorox® 4-in-One Disinfectant & Sanitizer	31043	67619-29	Rhinovirus (5 min)
Clorox® Total 360® Disinfecting Cleaner	31650	67619-38	Adenovirus Type 2 (2 min)
Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach ₁	00031	67619-16	Rhinovirus (10 min)
Clorox Commercial Solutions® Clorox® Disinfecting Bio Stain & Odor Remover	31903 31910 31911	67619-33	Rhinovirus (5 min)
Clorox Commercial Solutions® Disinfecting Bathroom Cleaner	16930	5813-40- 67619	Rhinovirus (10 min)
Clorox Commercial Solutions® Tilex® Soap Scum Remover	35600 35604	5813-40- 67619	Rhinovirus (10 min)
Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant	30832	67619-24	Rhinovirus (1 min)
Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes	30830 30831 30833	67619-25	Rhinovirus (1 min)

Clorox Healthcare® Product Name	UPC	EPA Reg. No.	Follow Directions For Use Against Stated Virus (Contact Time)
Clorox Healthcare® Bleach Germicidal Cleaner Spray	68967 68970 68832 68973 68978	56392-7	Rhinovirus (1 min)
Clorox Healthcare® Bleach Germicidal Wipes	30577 35309 30358 30359 31469	67619-12	Rhinovirus (1 min)
Clorox Healthcare® Fuzion® Disinfectant Cleaner	31478	67619-30	Rhinovirus Type 37 (1 min)
Dispatch® Hospital Cleaner Disinfectant Towels with Bleach	69101 69260 69150	56392-8	Rhinovirus (1 min)
Clorox Healthcare® VersaSure® Cleaner Disinfectant Wipes	31757 31758 31759 31760 31761	67619-37	Rotavirus (2 min)
Clorox Healthcare® Citrace® Hospital Disinfectant & Deodorizer	49100	67619-29	Rhinovirus (5 min)
Clorox Healthcare® Broad Spectrum Quaternary Disinfectant Cleaner	30649	67619-20	Rhinovirus (3 min)
Clorox Healthcare® Disinfecting Wipes	31584	67619-31	Rotavirus (4 min)

[†] These CloroxPro products are eligible to be used against virus that causes COVID-19 when used as directed on hard, nonporous surfaces.

For more information, contact your Clorox representative or visit us at www.cloroxpro.com

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