

Dear Shining Sea Clients, Supporters & Staff,

At Shining Sea Cleaning and Concierge Services we are deeply troubled by the the recent COVID-19 world pandemic and the effect that it is taking on the world population. Our hearts go out to everyone who is affected and suffering health implications because of its spread.

Our key interest is to halt any spreading of the virus and protect anyone who interacts with the Shining Sea enterprise. The safety of everyone is our top priority. With our greatest clientele existing of people who list their homes for vacation rentals, we find it especially prudent to tailor our policies towards the issues they may be facing.

For the present moment, all occupied houses, have had their services with us suspended until at least Massachusetts' Governor Baker's Stay-at-Home Order gets lifted and until both parties feel comfortable with the cleaning taking place. Shining Sea Cleaning will not enforce any expiration dates associated with any gift card purchases including those through the Cape Cod Daily Deal.

For our rental home owners (and the continued employment of our staff), we will proceed with spring cleanings. However, since the Corona virus can last on hard surfaces for possibly days, we ask that no team member enters a house if anyone (contractor, plumber, home inspector, etc.) has been in the home within the last 72 hours. All spring cleanings will be completed by a one person sized staff to in order to abide by social distancing precautions.

Below we have included some of our checklist items. Though we enjoy cleaning with natural products on a typical basis, given the circumstances, we will be upgrading to EPA approved chemicals exclusively. The list can be found here:

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

and is also listed on this document as Appendix Three. We have also attached a list of our new cleaning checklist to ensure that frequently touched surfaces get properly disinfected for the safety of all guests entering your home as (Appendix One) and a list of items home owners ensure are in the house to reach high hygienic levels (Appendix Three).

We will continue to monitor all news updates from Governor Bakers' office as well as follow any CDC recommendations. It is our wish tat we can do whatever necessary to stop the spread and make everyone feel safe in all homes that we take care of. If anyone has any questions or comments, we are happy to discuss anything. Thank you all for your continued patronage. Stay safe!

Sincerely,

Courtney West

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Appendix One:

Shining Sea Cleaning Checklist:

All Areas:	Kitchen:	Bathroom:	Bedrooms:
<ul style="list-style-type: none"> <li>• Dust and hand wipe furniture tops with</li> <li>• Dust baseboards, chair rails, and door panels</li> <li>• Dust ceiling fans (within reach)</li> <li>• Vacuum all floors</li> <li>• Damp mop floors</li> <li>• Dust blinds, window sills, and lock ledges</li> <li>• Dust picture frames</li> <li>• Dust lamp and lamp shades</li> <li>• Wipe down light switches</li> <li>• Wipe down remote controls</li> <li>• Clean mirrors</li> <li>• Empty all trash</li> <li>• Vacuum &amp; mop floors</li> </ul>	<ul style="list-style-type: none"> <li>• Dust blinds, window sills, and lock ledges</li> <li>• Dust chair rails, cabinets, door panels, and baseboards</li> <li>• Dust top of refrigerator</li> <li>• Clean and disinfect counter tops</li> <li>• Spot clean cabinet fronts</li> <li>• Clean and disinfect door knobs, switch plates,</li> <li>• Disinfect sink</li> <li>• Clean microwave inside &amp; out</li> <li>• Clean outside of oven and top of range,</li> <li>• Outside of dishwasher and empty if necessary</li> <li>• Do any left over dishes (renters are not supposed to leave)</li> <li>• Refrigerator (inside &amp; out)</li> <li>• Wipe down kitchen table</li> <li>• Vacuum &amp; Mop floors</li> </ul>	<ul style="list-style-type: none"> <li>• Dust blinds, window sills &amp; any furniture</li> <li>• Disinfect shower</li> <li>• Check medicine cabinets/ drawers</li> <li>• clean all mirrors</li> <li>• Disinfect sink and figurines on the sink counter</li> <li>• Disinfect toilet including base</li> <li>• Swap out towels and bathmats where applicable</li> <li>• Check supply of</li> <li>• Vacuum and mop floors</li> </ul>	<ul style="list-style-type: none"> <li>• Dust and hand wipe furniture tops</li> <li>• Dust baseboards, chair rails, and door panels</li> <li>• Dust blinds, window sills, and lock ledges</li> <li>• Check drawers</li> <li>• Clean under the bed</li> <li>• Change sheets (upon request) / Make beds (upon request)</li> <li>• Empty trash</li> <li>• Vacuum &amp; mop floors</li> </ul>

Appendix Two:

## **Items we suggest rental home owners purchase or ensure are in the property:**

- New mattress pads for every bed
- New pillow protectors for every pillow (we are happy to assess how many you need)
- Plenty of sponges so that every new guest has at least one
- On stock some EPA approved disinfecting products (see list below)
- At least one working vacuum that tenants can use at their discretion
- A mop with a detachable mop head (so that it can be sent through the washer)
- Plenty of dishwashing soap and laundry detergent to get renters through the summer

\*If you feel that your summer home is missing any of these items, and would like assistance getting these items into your property the Shining Sea staff is happy to arrange to shop for them up or accept any shipments and then place them into the house.

## Appendix Three:



### Novel Coronavirus (COVID-19)—Fighting Products<sup>i</sup>

UPDATED 4/3/2020

The American Chemistry Council's (ACC) Center for Biocide Chemistries (CBC) has compiled a list of products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging enveloped viral pathogens and can be used during the current novel coronavirus (COVID-19) outbreak. This product list is not exhaustive but can be used by business owners, health professionals, and the public to identify products suitable for use during the COVID-19 situation.

The information in this document is being provided as a public service. All efforts have been made to ensure the information is accurate, but ACC and CBC make no representations or warranties as to the completeness or accuracy of the information. ACC, CBC, and the product manufacturers listed in this document reserve the right to change, delete, or otherwise modify the information without any prior notice. Persons receiving this information must make their own determination as to a product's suitability prior to use based on the product labeling. ACC and CBC do not guarantee or warrant the standard of any product referenced or imply approval of the product to the exclusion of others that may be available. All products listed are registered for labeled uses in accordance with federal laws and regulations as of the date this document is being made available. State regulations may vary. In no event will ACC or CBC be responsible for damages of any nature whatsoever resulting from the use of or reliance upon products to which the information refers.

**Note:** The CBC cannot make a determination of the effectiveness of a product in fighting pathogens like COVID-19. For questions related to the effectiveness of any product not listed below, please contact the manufacturer directly.

**For use of the product,** please contact the company/distributor to confirm use directions, or consult the EPA approved label at <https://www.epa.gov/pesticide-labels/pesticide-product-label-system-ppls-more-information>.

#### Tier I Products - Products that are in compliance with EPA's *Emerging Viral Pathogen Guidance for Antimicrobial Pesticides*

##### Ready to Use Products

Commercially Available Product Name	Company/Distributor	EPA REG No.
#2588 Bac-cide	Hill Manufacturing	1839-83-402
(Allied) Guardian RTU Non Acid	Allied Cleaning Technologies	1839-83-43263
4STATE PRAIRIEKLEAN SPRAY & WIPE DISINFECTANT	Four State Maintenance Supply Inc.	1893-83-55760
Accel Tb	Virox Technologies, Inc.	74559-1
Advantage	Wechem, Inc.	1839-83-34370
AERO TB FRESH	AERO CHEMICAL CO	1839-83-13103
Af Ultra Acid Free Total Bathroom Cleaner	Ultra Chem	1839-83-57839
AFFEX QCNA TB NON ACID DISINFECTANT CLEANER	AFFLINK HQ	1839-83-88891
AFFEX QCNA TB NonAcid Disinfectant Cleaner	AFFLINK HQ	1839-83-88891
Airx 75 Antibacterial Heavy Duty Cleaner & Odor Counteractant	The Bullen Companies	1839-83-44089
Airx Spray N Go Disinfectant Cleaner & Odor Counteractant	Airx Laboratories	1839-220-44089
All Purpose Virex	Diversey, Inc.	1839-83-70627
Antibacterial Lemon Fresh Pine Glo	Pine Glo Products	6836-152-49827
Apter Disinfecting Cleaner	Apter Industries Inc.	1839-220-12017
ASEPTICARE TB+II	Ecolab Inc	1130-15-1677
Aviation RTU Cleaner	Zep	6836-152-1270
BAC-CIDE	Hill Manufacturing Company, Inc	1839-83-402
BINARY IONIZATION TECHNOLOGY (BIT) SOLUTION	TOMI ENVIRONMENTAL SOLUTIONS, INC.	90150-2
BioCide 100	BioCide Labs	1839-83-86117
Bioesque Solutions Botanical Disinfectant Solution 12/1 qt	Bioesque Solutions/Natureal, LLC	87742-1-92595
Bioesque Solutions Botanical Disinfectant Solution 4/1 gal	Bioesque Solutions/Natureal, LLC	87742-1-92595
Bioesque Solutions Botanical Disinfectant Solution 5 gal	Bioesque Solutions/Natureal, LLC	87742-1-92595
Bioesque Solutions Botanical Disinfectant Solution 55 gal	Bioesque Solutions/Natureal, LLC	87742-1-92595
BioSentry 904 Disinfectant	Hacco, Inc.	6836-78-61282
BLEACH DISINFECTANT CLEANER	Ecolab Inc	1677-235
BRIGHT N' FRESH TB	PRO LINK	1839-83-62512
Bright Solutions Lemon Zip Disinfectant RTU	Bright Solutions	1839-83-75473
Bright Solutions RTU Bathroom Cleaner Non-Acid Bowl and Restroom Disinfectant	Bright Solutions	1839-83-75473
BS & H	NATIONAL AMERICAN SALES CORP.	1839-83-50718
Byotrol Bathroom Disinfectant Cleaner	Byotrol, Inc.	83614-1
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Cam Pro FB-2	Kandel & Son, Inc.	1839-83-40976
CAM PRO FB-2 RTU DISINFECTANT SPRAY CLEANER	Kandel and Son	1839-83-40976
CA-MRSA DISINFECTANT SPRAY	OPI Correctional Industries	1839-83-56349
Castle Complete 360	Castle Products, Inc.	1839-220-64174
CaviCide Bleach	Metrex	46781-15
CaviCide1	Metrex	46781-12
Citrus II Hospital Germicidal Deodorizing Cleaner	Beaumont Products, Inc.	1839-83-68939
Clear Gear Sports Spray	On Track Enterprises, Inc d/b/a Clear Gear	6836-152-89301
Clorox 4 In One Disinfecting Spray	Clorox Professional Products Company	67619-29
Clorox Clean Up Cleaner + Bleach	The Clorox Company	5813-21
Clorox Commercial Solutions® Clorox® 4-in-One Disinfectant & Sanitizer	Clorox Professional Products Company	67619-29