



Keeping Your Facility Safe and Clean from Coronavirus

As COVID-19 continues to impact our world our way of life continues to change. What was once common is no longer enough. This couldn't be more true with the safety and cleanliness of our work areas and facilities.

We've seen stories in the news where government has closed factories as a result of poor or unfollowed guidelines to prevent the spread of COVID-19 which led to widespread illness within the facility. Regardless of essential business status companies can and will be shut down if the virus spreads or if guidelines are lacking or not followed. One can expect that OSHA will be busy during these times ensuring essential businesses are following guidelines set forth by the government to provide a safe and clean environment for employees.

The most effective way to avoid an OSHA visit or shutdown is to establish proper guidelines for the organization to follow to prevent airborne infectious diseases such as COVID-19. This is new for everyone and continues to change as we learn more about the pandemic. OSHA created [Guidance on Preparing Workplaces for COVID-19](#) to help understand the specific needs employers should be addressing in light of the pandemic.

Safety First

OSHA has identified four workplace areas of focus as we continue to combat and work our way through this pandemic: engineering controls, administrative controls, safe work practices and personal protection equipment (PPE).

Engineering Controls

- Adjust layout positioning of staff to comply with social distance protocol.
- Install plexiglass shields in areas employees will be in close proximity.
- Ensure ventilation systems are performing as optimally as possible.
- Use separate doors for those entering and leaving the facility.

Administrative Controls

- Alter work schedules to minimize the number of employees in the same area.
- Replace face-to-face meetings with virtual online meetings.
- Ensure sick employees stay home.
- Training and education on symptoms of COVID-19, proper hygiene, use of PPE, importance of safe distance and cleanliness of work area.

Safe Work Practices

- Provide work areas with supplies to promote good hygiene: disinfectant wipes, no touch trash cans, spray disinfectant, disposable towels, etc.
- Adequate time and supplies to ensure work areas can be cleaned and disinfected at the beginning and end of each shift.
- Encourage frequent hand washing and other personal hygiene practices.

Personal Protection Equipment (PPE)

- Includes gloves, face mask, goggles, and when necessary face shields, protective clothing and respiratory protection.
- Requirements can differ from region to region and are subject to change.
- Ensure proper training is provided for use of PPE.
 - Donning and removing equipment.
 - Disposal of equipment.
 - When to use what equipment.

Cleaning and Disinfecting

The Centers for Disease Control and Prevention continues to update the standards they recommend for best practices in maintaining a [safe and clean work environment](#). We've captured some main points to share.

Everyday Steps

- Always wear disposable gloves.
- Use soap and water to clean frequently touched surfaces and equipment.
- Clean and disinfect high touch areas (Touch screens, control panels, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.).
 - Clean with soap and water.
 - Use EPA approved [disinfectant](#).
 - Keep surfaces wet per instructions or for 60 seconds.
 - Insure proper ventilation needs are met
 - Use bleach based disinfectant
 - 1/3 cup bleach to gallon of water
 - Alcohol solutions with 70% alcohol
- Soft surfaces (carpet, rugs and drapes):
 - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
 - Disinfect with an EPA-registered household [disinfectant](#).
- Electronics (tablets, touch screens, keyboards, remote controls, and ATM machines)
 - Use wipeable cover where applicable.
 - Use alcohol based wipes (70% minimum) and dry thoroughly.

Enhanced Needs on the Factory Floor

- Install protective, cleanable covering on frequently used equipment controls (ie: plastic wrap and other disposable materials).
- Follow standards listed in Everyday Steps to clean factory equipment and work areas.
- Areas need to be swept clean of debris and thoroughly washed and disinfected at the beginning and end of each shift.
 - Avoid using air to clean equipment as can further spread the virus.
 - Areas that once were satisfactorily cleaned with a sweep and wipe down will now need to be washed or sprayed with disinfectant.
 - Duplicate cleaning at shift change helps to ensure areas are thoroughly cleaned.

What to do if someone has been infected

EMA recommends hiring a professional service to thoroughly clean contaminated areas. American Training Institute is partnering with Capitol Environmental Services, Inc. to provide professional decontamination services to EMA members. (See flyer on page five).

If you choose to decontaminate internally follow these guidelines from the CDC:

- 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, and remote controls.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Cleaning with in house personnel be sure to do the following:
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.

- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers

- Educate workers performing cleaning, and trash pick-up to recognize the [symptoms](#) of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks
 - Training should include when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#))
- Comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

As the government begins to relax stay at home orders we must continue to diligently ensure our work spaces and manufacturing facilities are clean and disinfected. Until a cure is released our new normal needs to incorporate many of the same measure we've deployed during the stay at home order.

The Whitehouse has released [Guidelines - Opening Up America Again](#) which proposes a three phase program that states can use to open up the economy. This document is a recommendation and may not be applicable to every state. Be sure to check with your state on the specific guidelines that the governor have approved for your state.



CAPITOL
ENVIRONMENTAL
SERVICES, INC.

COVID-19 DECONTAMINATION SERVICES

NATION-WIDE RESPONSE AVAILABLE | SCIENTIFIC METHODS | EXPERT TEAM

OUR COVID-19 APPROACH

With over 30 years of direct industry experience, Capitol Environmental Services is the solution for decontamination services needed by those affected by the COVID-19 outbreak. We offer services for facilities of all sizes, from small offices and buildings to industrial facilities and cruise ships. Our comprehensive five-phase plan is customized to the needs of each site and each client.

PHASE 1. Decontamination Plan

Health Site and Client Specific

1. Comprehensive plan directed by Federal and State guidelines
2. Plan will include feedback and collaboration with all stakeholders to optimize cleanup goals and business considerations.

PHASE 2. Implementation

Rapid Mobilization, Setup, and Activation

Detailed steps will be outlined in Decon and EHS Plans formulated specifically for each project site and requirements.

PHASE 3. Methodology

1. Electro-static application
2. Fogging disinfection
3. Foaming disinfection
4. Hand wipe/spray

PHASE 4 . Formulation Brief

Proprietary registered chemical approved by the USEPA, CDC, WHO and NIC will be utilized to eradicate COVID-19.

PHASE 5. Re-entry Certification

A re-entry plan based on the site-specific remediation and operational usage will be outlined and administered by all stakeholders. This can be enhanced further as an ongoing Decontamination and Maintenance Program.

OUR COVID-19 LEADERSHIP TEAM

JOSHUA MULLER

- M.S. in Environmental Science
- J.D. in Environmental Law
- Former safety manager in the bio-pharmaceutical industry
- Ongoing BSL3-facility experience
- Expert knowledge of regulatory requirements surrounding EHS, biosafety, and regulated waste.

BRANDT FRENCHMAN

- B.S. in Environmental Engineering
- Level 5 emergency coordinator with a strong background in event response, regulated waste management, remediation, and government agency coordination

ROBERT SEVRET

- B.S. in Environmental Science
- Over 23 years of field experience managing, engineering, developing and implementing remedial action plans

Start the process today!

Call or email us to get started.

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