



Southwire Company Janitorial Reference for Pandemic Response

1 PURPOSE

- 1.1 This document is intended to outline sanitation standards that janitorial providers must meet or exceed. The following outline can serve as guidance for providers without a current or documented plan. If the cleaning provider possesses a documented Pandemic Response plan, an evaluation of the plan is recommended, along with a review of any additional costs for the enhanced service.

2 PREPAREDNESS PLAN

1. All cleaning personnel should be retrained on proper cleaning and disinfecting procedures. Viruses are killed by heat, by drying, and by most disinfectants and bleach.
2. If necessary, identify an ancillary workforce to train.
3. The provider should adhere to social distancing protocols, maintaining a 6-foot distance when conversing and avoiding hand shaking or other personal contact.
4. Janitorial providers should stock a three-month supply of Personal Protective Equipment (PPE) for cleaning personnel as recommended below:
 - Non-latex or nitrile gloves for use when cleaning surfaces such as counters, sinks, bathroom floors, and lavatory spaces.
 - Disinfectants; prior to the use of any disinfectant, check the MSDS to identify any PPE Requirements.
 - Masks: N95 Filtering facepiece particulate respirator (disposable respirator) should be made available and be used voluntarily by employees upon request. The disposable respirator must be discarded after use, or when it becomes damaged or soiled. It cannot be cleaned and disinfected according to the method. 29 CFR 1910.134 App D <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134App>
5. When removing PPE, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Remove and dispose of facemask, and immediately clean your hand again with soap and water or alcohol-based hand sanitizer.
6. The cleaning provider should have access to the proper bio-hazard waste disposal and communicate any related concerns.
7. A separate inventory of hand soap and alcohol-based hand sanitizer should be made exclusively available for cleaning employees.

3 CLEANING PROTOCOL - LEVEL 3 & 4

Offices, restrooms, breakrooms, recreational facilities, and cafeterias should be evaluated for increased cleaning cycles for preventive measures.

- HVAC system filters should be changed or cleaned with increased frequency.
- Telephones in common areas should be cleaned daily. No telephone set shall be sprayed directly with a disinfectant. It is recommended that the janitorial staff be issued disinfectants to wipe all hard surfaces. Approved disinfectants must be a quaternary disinfectant cleaner.



3 CLEANING PROTOCOL - LEVEL 3 & 4 (CONTINUED)

8. It is recommended to post CDC guidance relating to personal hygiene. www.cdc.gov
9. Identify any operational deficiencies to overcome critical supply chain or service interruptions.

4 CLEANING PROTOCOL - LEVEL 5

Level 5 Cleaning Protocols expands the scope and increases the frequency of the Level 3&4 protocols. Inventory of cleaning products and supply disruption should be carefully monitored and considered. Cleaning cloths, sponges, and other consumables should not be overused but disposed of in order to better facilitate sanitation. The janitorial staffing plan should be inverted.

10. Shared equipment should be identified and sanitized, at minimum once per shift, in order to mitigate the transmission of germs. Sanitizing equipment per user is preferred.
11. Restroom cleaning should be increased, at a minimum, to double what is normally done.
12. If approved anti-microbial disinfectant is not available, use 5% chlorine bleach solution. Labels contain instruction for safe and effective use of the cleaning product including precautions you should take when applying the product such as wearing gloves and adequate ventilation.
13. Change cleaning cloths and other applicators frequently.
14. High touch surfaces include counters, tabletops, doorknobs, elevator call buttons, vending machines, bathroom fixtures, toilets, phones, keyboards should be disinfected hourly or as needed.
15. Disinfectant hand-wipe dispensing stations, with waste receptacles, should be positioned at all public entry points into the building.
16. Install automatic disinfectant hand gel dispensers at common areas.

5 CLEANING PROTOCOL - LEVEL 6

Level 6 Cleaning Protocols expands the scope to sanitize every practical touch point and increases the cleaning frequency to its highest sustainable level. Supply disruption for PPEs and cleaning supplies is highly likely. The janitorial staffing plan may be affected. Collaboration between EH&S and the service provider will be required to successfully mitigate outbreak.

17. Restrooms will require policing and cleaning up to five times per 24-hour period. Replenishing supplies and sanitizing all touchpoints should be prioritized.
18. Common areas will also require policing and increased cleaning frequency up to five times per 24-hour period or as needed. All the additional touchpoints above should be sanitized.

Collaboration between EH&S, First Responders, and the Janitorial service provider will be vital in the mitigating the threat of localized outbreaks. Supply disruption and staffing shortages should be factored when formulating an effective and sustainable plan.