



Site Sanitation Recommendations for Shared Spaces

EH&S Focus

A critical component to your sites health and safety plan is a well-developed site cleaning and disinfection program. This program is especially important during periods of elevated risk such as cold & flu season or the current COVID-19 event.

It is important to understand the difference between cleaning and disinfecting as well as product limitations. Your team must also understand what surfaces need the most attention and how often. This document will outline cleaning/disinfecting requirements for sites during higher risk events and should be owned at a site level.

Difference between Cleaning, Disinfecting, & Sanitizing:

- Cleaning simply removes germs and dirt from a surface using water and soap (detergent). Cleaning will lower the risk of transmission, but will not actually kill the germs.
- Disinfecting kills germs using a chemical solution that must come in direct contact with the germ itself. This process will lower the number of germs to a safe level on a surface but will not necessarily remove
- Sanitizing is a process that combines the benefits of both cleaning and disinfecting by killing germs as well as removing them from the surface. In most cases, this is the most effective way of minimizing the transmission of germs on hard surfaces. During elevated risk events, sanitizing should be the targeted response

Product Selection: Sanitizing products that are germicidal and virucidal should be selected. Bleach based products are the most effective, followed by Alcohol, then Quat/Ammonia. The required “dwell” time of a product should also be considered. The dwell time is the length of time the product must stay on the surface “wet” before the maximum disinfection occurs. It is recommended that products with 3 minutes, or less dwell time are selected. As with all chemicals introduced into the location, EH&S approval is required (unless already in use) and an SDS must be on file.

Process: Using the guidelines on page two, a “Sanitation” schedule should be created by the site to address all public areas that are of elevated risk. These areas include (but not limited to) Office Areas, lunchrooms, restroom, locker rooms, lobby, and conference rooms. Sanitation processes in production/plant areas should already be in place and should be supplemented based on the recommendations on the next page. It is also critical that the individuals assigned to these tasks are trained and outfitted with proper PPE.

EH&S Recommendations for Site Level Sanitation

During Elevated Risk Events

Immediately After Each Use

- Shared PPE – Face Shields, Visitor Glasses, etc.
- AV Supplies and Remotes – TV, Projectors, Polycoms
- Equipment – Tools, Touchscreens, Equipment Controls, Pallet jack handles, Tape Guns, Fork Truck Steering Wheels/Seatbelts/Controls

Periodically Throughout the Shift

- Door handles, Push bars, Push plates
- Copier/Printer Controls and Touch Screens
- Shared drawer handles/Cabinet handles in areas such as copy rooms and office supply closets
- Shared Keyboards and Mouse
- Water Fountains and Coolers
- Time Clocks
- Touch Screens – including at reception
- iPads – LTOs/Quality/Etc.
- Restrooms –
 - Toilet/Urinal Seats and Flush Handles
 - Faucets
 - Paper Towels and Toilet Paper, and Soap Dispensers
 - Feminine Product and BioHazard Disposal Containers
 - Door and Stall Handles
 - Countertops
- Lunchrooms –
 - Vending Machine Buttons
 - Coffee Equipment and Decanters
 - Silverware and Napkin Dispensers
 - Microwave Controls
 - Refrigerator and Cooler Handles and Doors
 - Table Tops, Countertops, and Seats



Daily

- Light Switches
- Doors –Full Surface
- Trash Can and Scrap Lids and Covers
- Pens at Sign-in / Lobby
- Lobby and other Public Space Flat Surfaces
- Conference Room Flat Surfaces

Weekly

- First Aid Cabinets – Fronts/Latches/Tops
- Locker Handles and Locks
- Personal Offices – Keyboards, Mouse, Desktops, Etc.
- Vending Machine Fronts

Personal Considerations

- Wipe down both desk phones and cellular phones periodically throughout the day
- Disinfect keys weekly
- Wipe down and disinfect frequently used credit/debit cards weekly, and use the “Tap to Pay” option when possible

PPE

Team members assigned to cleaning and sanitation must wear Nitril gloves and safety glasses while completing their assignment. It is also required that the team member thoroughly scrubs their hands with soap and water immediately following glove removal.

These guidelines should be implemented in alignment with the site’s already existing sanitation program. Frequency and tasks may need to be adjusted based on unique site needs. All questions and concerns regarding this guidance should be directed to your EH&S Manager.

