

GMR FACILITY AND DISINFECTING GUIDANCE FOR EMPLOYEES

Employees should educate themselves about COVID-19 symptoms and how to prevent the spread of COVID-19 in employee workspaces. The following guidance will help ensure a healthy workplace.

Applicable for:

GMR employee offices, bases, work sites and communication centers

Supplies:

Office cleaning products should be purchased following the procurement guidelines. Below are SARS effective products available in Basware:

Vendor - McKesson Punchout

- Disinfectant
 - Cleaner / Disinfectant, Pro-Tech RTU 32oz W/Sprayer (12/cs) - 484484
- Gloves
 - Extra Small - 515121
 - Small - 515122
 - Medium - 515123
 - Large - 515124
 - Extra Large - 515125
 - XX Extra Large – 543188
- Hand Sanitizer
 - Alcohol Based Hand Sanitizer 2 oz Gel Bottle (48/CS) – 937912

Vendor – Grainger Punchout

- Surface Disinfectant
 - Purell Professional Surface Disinfectant (32oz) – 49Z655
 - Purell Professional Surface Disinfectant (Pour Gallon) – 49Z653
 - Cleaning Wipes, 45 ct. Soft Pack, Fragrance: Alcohol, size 7”x9” – 6TWG0

Vendor – Office Depot Punchout

- Disinfectant
 - Clorox Disinfecting Wipes, Fresh Scent, Tub of 35 wipes - 776890
 - Clorox Disinfection Wipes, Lemon Fresh Scent, Pack of 75 wipes - 984560

How to Clean and Disinfect:

Surfaces:

Clean and disinfect high-touch surfaces in work areas (e.g. keyboards, desks, tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) after shift change, during employee hand off or more routinely to ensure a clean and disinfected work area.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, disinfectant wipes or Pro-Tech TRU cleaner/disinfectant should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product

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is not expired. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
- For soft (porous) surfaces, such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely

Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.
 - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Hand hygiene and other preventive measures

- Employees should [clean hands](#) often by washing hands with soap and water for 20 seconds. 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.
- Employees should follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose or mouth with unwashed hands.
 - Additional key times to clean 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)