SIERRA REGION ECONOMIC RECOVERY

COVID 19 REOPENING ACTION & SAFETY PLAN TEMPLATE

Management Commitment to Safety and Health

**(Insert company name)** strives to have the safest possible place for our employees and customers.

The goals for our Safety Program are to:

* Develop, implement, and maintain a safe workplace for our employees and a clean and safe environment for our customers consistent with the Governor’s recovery plan and in compliance with all applicable state and federal regulations. (Road to Recovery Phase 1 Plan Document may be found here: <https://nnda.org/partners/covid-19-business/>) \*note: As you develop your plan, make sure all elements of the Governor’s plan are incorporated into your plan and be ready to update as the phases proceed
* To participate in the dissemination of specific practices and guidelines for all Nevadan’s as specified in the Governor’s Statewide Standards: Guidance for Businesses and Employers with the intent of promoting adoption of safety practices and to increase the comfort level of customers.
* The creation of a “phased approach” to the reopening of our business consistent with the level of health of Nevada’s residents in both the State and the Local Community and the Governor’s phased opening guidelines.
* Consistently improve the safety program to minimize health risks, therefore ensuring our employees’ and customers immediate safety and wellness.
* Reduce COVID 19 incidents within our staff and celebrate a great safety record within our community and State.

The person responsible for implementing and monitoring the Safety Program at this location is **(name of company safety representative)**.

A copy of this Safety Program is located here: **(indicate where copy is located)**

Owner/CEO/President/Safety Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reopening Phases

**(Insert company name)** is in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ business. As a result of the Corona Virus Pandemic we have been closed, pursuant to State and Federal guidelines. To assure best practices and protection to employees and customers and in keeping with the guidelines provided, **(Insert company name)** will reopen in phases as indicated below: \*note: this is where you can modify your opening procedures to implement the Governor’s Phase One opening plan within your own business. You should indicate in this part of plan how your employees will “phase” back in to your facility and how this will be done without discrimination. It will also indicate which “common areas” will be closed to employee use during Phase-1.

|  |  |
| --- | --- |
| Phase 1 |  |
| Phase 2 |  |
| Phase 3 |  |
| Phase 4 |  |

\*Note: Each phase may require modifications to the plan and should be expanded such within each section of this document.

In compliance with provided guidelines **(Insert company name)** has developed a Reopening Action and Safety Plan:

Section 1: Roles and Responsibilities

**Employer Responsibilities**

\*Note: The State of Nevada Office of the Labor Commissioner has provided specific instructions on how to manage your employee population within the Guidance given and existing labor laws. Make sure you understand these and incorporate them into your plan in keeping with your particular situation. These instructions and other useful information can be found here: <http://labor.nv.gov/Employer/Bulletins___Guides/>

Under the Occupational Safety and Health Act (OSH Act), it is the employer’s responsibility to provide employees with a workplace free of recognized hazards that may cause illness or serious physical harm and to comply with standards, rules, and regulations issued.

Management must lead by using a variety of techniques to demonstrate the company’s commitment to workplace safety and health.

Managers may demonstrate their commitment in a variety of ways, such as:

* Conducting safety meetings and trainings to enable employee action and compliance.
* Participating in State and Local conference calls promoting various safety topics.
* Setting an example by following safety rules and regulations.
* Providing employees free access to proper Personal Protection Equipment, Sanitizers and Disinfectants necessary to do a job safely and maintain a safe environment for customers.
* Participating in or leading safety and health committees.
* Making presentations on safety and health topics.
* Regularly emphasizing to the community, the organization’s concern with safety and health.
* Conducting regular inspections of employees and facility.
* Recognizing and rewarding employees with the best safety and health suggestions and practices.

The Company will provide the necessary medical examinations and or testing for employees as recommended by OSHA and Health Authority standards to maintain a healthy and safe workforce. All testing results will be kept on file and maintained in accordance with federal rules and regulations relating to safety and privacy. \*note: Please go to <https://www.4safenv.state.nv.us/covid-19> to access OSHA Rules, Guidelines and to access help.

**Employee Responsibilities**

As much as it is **(insert company name)**’s responsibility to provide a safe work environment for everyone, each employee plays a critical role in the success of the safety program. We ask employees to accept this important responsibility and commit to work in the safest manner possible to ensure their own individual health and wellness for the future. We encourage all employees to communicate freely about safety concerns and offer suggestions to improve safety conditions without the fear of reprisal. These include the evaluation of new hazards as they are identified and the re-evaluation of known hazards to identify any additional mitigation measures needed.

All employees are responsible to comply with all OSHA standards (federal and state), Governor Sisolak’s reopening plan, as well as with the company’s safety and health rules, including the following:

* The wearing of appropriate PPE (Personal Protection Equipment) to include a mask/face covering at all times when interfacing with customers, or by necessity in close proximity of fellow employees.
* Regularly using hand sanitizer/disinfectant.
* Diligently using a disinfectant on all surfaces of workplace and items that will come in contact with customers or fellow employees in a manner as outlined by the CDC guidance (attached as “Appendix A”)
* Handling equipment and work processes in accordance with established procedures and documented protocols.
* Reporting any unsafe conditions, deficiencies in equipment, or viral symptoms (no matter how minor) to management immediately.
* Complying with all management instructions for safe conduct.
* Attending accident prevention and safety training and instruction, including practice drills.
* Following the company’s safe and clean working rules and policies at all times.
* Asking for clarification or assistance if unsure about the reopening plan tasks and stopping the work immediately until there is clear guidance to proceed.

**Employee Illness Reporting**

All viral symptoms and/or diagnosed positive COVID 19 for employees and their household/family members should be reported promptly to the supervisor, manager, or company emergency response team (if available) so that arrangements can be made for medical treatment.

* Conduct a self-assessment daily to check if you have any COIVID-19 type symptoms, and report to your supervisor immediately if you determine you are experiencing fever, cough or shortness of breath.
* If you are sick from any cause; stay at home.
* At all times, use proper cough and sneeze etiquette.

**Report any hazards immediately to your supervisor, manager, or safety committee representative.**

Manager/Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After hours/weekends: **(include contact information if applicable)**

**Important tip:** Include this information so any potential incidents can be reported promptly, so the incident can be investigated in a timely manner.

The Company safety representative responsible for handling location inspections is:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the Company safety representative is not available, contact your location manager, safety manager, or human resources department.

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Incident Investigation**

It is company policy to investigate all illnesses in order to understand if exposure hazards occurred and how it can be prevented from recurring. It will also serve to continuously improve our processes/procedures to create a safer workplace for all associates.

**Injury and Illness Reporting**

In the case of reportable viral symptoms, there are time-sensitive reporting requirements. Any cough, high temperature or trouble with breathing should be reported as soon as possible to protect both employees and customers.

Any employee testing positive for COVID 19 must quarantine and stay at home for two weeks.

If it is determined that an employee or their family members are a “contact” of an individual who tested positive for COVID-19, that employee must quarantine and stay at home for two weeks, or until a negative test result has been received and provided to management.

If a customer within the facility is demonstrating viral symptoms, an incident report will be completed to collect customer contact information and to record the potential threat to employees and other customers.

**Section 3: Hazard Identification and Assessment**

Part of our ongoing commitment to the Safety Program includes hazard identification and assessment.

**(Insert company name)** will collect, organize, and review information with employees to determine what types of exposure risks may be present and which employees may be exposed or potentially exposed, and; how these exposure risks may endanger customers.

Exposure Hazard Analysis

An Exposure Hazard Analysis will be conducted daily and will outline the steps and tasks of a job and any controls that are in place to avoid the potential exposure risks. They may also be used to build, update, and maintain the safety training and education program. **(Insert company name)** will identify the work process, list the steps used in performing the process, identify the possible exposure hazards within each of those steps, and then develop an action plan for the correction of any exposure hazards, prioritizing the list with the most critical items first.

Job Hazard Analysis for **(List Job or Work Process)**

Date of evaluation: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Steps to perform the job/work process** | **Description of the exposure hazards in each step** | **Action plan for risk control** | **Degree of importance****(Low, Med, High)** | **Other comments** |
| Step 1 |   |   |   |   |
| Step 2 |   |   |   |   |
| Step 3 |   |   |   |   |

Job hazard analyses will be updated at the following times:

* When employee illnesses occur that may warrant a review.
* When new substances, processes, procedures, or equipment are introduced into the workplace that may be provide new exposure hazards.
* When new or previously unidentified hazards are recognized.
* When employees provide feedback/suggestions that will lead to safety improvements.

**Personal Protective Equipment**

All personal protective equipment (PPE) and tools to safely perform the maintenance of a virus free zone and to protect employees and customers from exposure to contagions will be provided to employees and properly maintained in accordance with State and Federal health guidelines.

**(Insert Company PPE plan)**

All employees will be trained on the personal protective equipment that is required to achieve maximum protection for themselves, fellow employees and customers. **(Insert company name)** will review any employee feedback on the use of this equipment and potential improvements that can be made.

Copies of the Company’s Reopening Safety Plan will be kept on file in the appropriate departments for employees to review any time. The **(Insert company name)** “right-to-know locations” are located here: **(list all locations)**.

**Section 4: Exposure Risk Prevention and Control**

Regular inspections, along with employee reports/feedback, allow us to keep exposure hazard information current. With exposure risks continuously identified, they can be controlled or prevented using the following standard methods:

* **Social Distancing.** Implementation of special workplace rules may be necessary to continue to protect employees from exposure hazards. Such special rules include the maintaining of a minimum six feet of separation between employees and between employees and customers. The supervisor or safety representative will make sure that these special safety and health rules are written, posted, and discussed with employees and customers. \*note: State in your plan how you will take proactive measures to protect employees and customers, including but not limited to: • Implementing separate operating hours for the elderly and vulnerable customers. • Designating with signage, tape or by other means, six feet of spacing for employees, customers, clients or members to maintain appropriate distance. • Having hand sanitizer, and sanitizing products, readily available for employees and customers.
* **Engineering and Space Controls. (Insert company name)** strives to ensure the work environment and the processes are designed to **eliminate** **or reduce**employee exposure hazards. This can be done by mitigating the exposure hazard from facilities, equipment, or processes through design whenever possible. This may include the installation of enclosures of separation. For example, the interface between employee and customers may be enclosed with special materials. Or, barriers may be placed to achieve isolation of a process. These engineering controls will be regularly reviewed with affected employees.
* **Training.** Employees are taught to identify and avoid exposure hazards during orientation as well as ongoing safety training based on their position within the company and any potential exposure hazards, they may encounter during their job. Managers and safety representatives will highlight proper procedures. **(Insert company name)** will recognize employees or groups of employees, which demonstrate and enforces positive health safety behaviors. Examples of these types of best safety practices include rewards for employees who are consistently sanitizing surfaces, wearing the proper PPE, positively encouraging and supporting customers to wear PPE and to use provided hand sanitizers or by making suggestions that are implemented and/or improve health safety.
* **Enforcement.**Safe healthy work practices are a condition of employment and any violation of workplace safety and health rules will be cause for corrective action, discipline, or termination of employment based on the seriousness of the violation. Enforcement will be based on letting employees know what is expected of them regarding workplace safety and health and giving them a chance to correct their own behavior.

**Important tip:**Reward programs should always be designed to incent the right safety behaviors, such as proper facility and equipment sanitization and immediate reporting of injuries or illnesses.

**Section 5: Communication**

Communication with all employees and customers on health and preventive issues are vital for the success of the program. Here are some of the ways **(Insert company name)** communicates with employees:

* Review of the safety program upon hiring or during onboarding orientation.
* Training topics covered in classroom or tailgate talks/standup meetings.
* Posters/signage/distributed content for compliance with all applicable state and federal regulations as well as company-specific exposures.
* Customer hand outs and signage emphasizing the need for PPE and hand washing to prevent spread of the virus.
* Safety meetings are held at least every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(list days/month/quarter)**. The meetings may take place at different intervals if the occurrence of injuries and/or illnesses prompts immediate action. Copies of the safety meeting minutes are reviewed with follow up action planning.
* If applicable, include other means used to ensure safety communications with employees.

**(Insert company name)** has instituted a procedure to communicate any exposure without the fear of reprisal (anonymously if needed). In addition to communicating risk concerns with management or safety committee representatives directly, employees may submit their concerns through **(list the types of communications methods you make available to your employees, such as the following:**

* **Safety suggestion boxes (include a list of locations).**
* **Telephone “care line.”**
* **Online safety site on the Internet.**
* **Third-party hotline.**

**Important tip:** All forms of safety communications must be in the language and vocabulary understandable to employees. Use color codes, posters, labels, or signs to warn employees of potential hazards. Provide employees with multiple ways to share concerns about potential exposure risks.

**Section 6: Training and Education Programs**

Initial and ongoing safety training and education is necessary to ensure the safety of our employees. Our safety orientation is the backbone of our program and introduces new employees to our culture and commitment to safety. Ongoing training will also be conducted based on the employee department/position and any requirements, such as personal protective equipment, controls, and medical testing, etc.

The purpose of our training program is to provide employees with:

* Knowledge and skills needed to do their work safely and avoid creating exposure hazards that could place themselves or others at risk.
* Provide awareness and understanding of exposure hazards and how to identify, report, and control them.

Health Safety training will be provided for employees:

* During new hire onboarding.
* When new processes or materials are introduced to the workplace that represent a new exposure hazard.
* Periodically, in the form of refresher training.
* Depending upon the topic, the training may be conducted with one of the following methods:
* Meetings with social distancing maintained
* At home or in office video training programs (\*note: SCATS is available to provide basic video trainings and can create special training videos for your business)
* Peer to peer training/shadowing.
* Online training.
* Coaching/counseling.
* Safety observations/evaluations.

**Important tip:** Effective training and education can be provided outside a formal classroom setting. Peer-to-peer training, on-the-job training, and worksite demonstrations can be effective in conveying safety concepts, ensuring understanding of hazards and their controls, and promoting good work practices.

**Section 7: Program Evaluation and Improvement**

The main goal of **(Insert company name)** program evaluation is to ensure that the Company is providing a safe and virus clean workplace to meet and exceed our health safety goals while continuously improving our safety culture. **(Insert company name)** will conduct daily surveys of changes to staff/labor health conditions. As an ongoing management function, we will review the safety program or individual programs with those goals in mind and to remain compliant with all applicable regulations/laws.

The evaluation may also:

* Verify that the core elements of the program have been fully implemented.
* Involve employees in some aspects of program evaluation, including reviewing information (such as incident reports and exposure monitoring results), establishing and tracking performance indicators, and identifying opportunities to improve the program.
* Ensure that the following key processes are in place and operating as intended:
	+ Reporting injuries, illnesses, incidents, hazards, and concerns.
	+ Conducting workplace inspections and incident investigations.
	+ Tracking progress in controlling identified exposure hazards and ensuring that risk control measures remain effective and are completed promptly.
	+ Collecting and reporting any data needed to monitor progress and performance.
* Review the results of any compliance audits to confirm that any program shortcomings are being identified and that actions are being taken that will prevent recurrence.
* Review and update plans/processes based on the company’s loss history.

The person tasked with the overall responsibility to evaluate the Company’s safety program and processes is:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 8: Recordkeeping**

The Company is responsible for maintaining records of all applicable health safety-related programs. The records will be kept on file at **(list location)** by **(Company representative name)**. The primary records to be kept are:

**Personal Protective Equipment (PPE):** Retain written certifications of exposure hazard assessments and employee training for the duration of employment for all employees exposed to identified hazards.

**Employee Exposure/Medical Records:** Retain employee exposure/medical records for the duration of employment plus 30 years.

**OSHA Forms: (Insert company name)** will maintain all OSHA Forms including the reopening health plan information as required.

**Employee Acknowledgement Form**

**SAFETY PROGRAM RESPONSIBILITIES:** I have received and read the Company’s health safety and reopening plan rules and understand that I must always abide by these rules. I have been given a copy of these rules and instructed to refer to them on a regular basis. Whenever I see an unsafe exposure condition, I must report it immediately to my supervisor, safety committee representative, or management.

**REPORTING HEALTH INCIDENTS AND UNSAFE EXPOSURE CONDITIONS:** I have been informed and fully understand that it is my responsibility to report all present and potential health and exposure risk incidents, both my own and other employee incidents, at the time of the incident. I also understand that it is my responsibility to notify my supervisor, safety committee representative, or management of any unsafe or unhealth working conditions immediately so that the potential hazards can be assessed and corrected.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix “A”** – CDC Guidelines for Cleaning and Disinfecting Your Facility

**How to clean and disinfect**

Clean

* **Wear disposable gloves** to clean and disinfect.
* **Clean surfaces using soap and water, then use disinfectant.**
* Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
* **Practice routine cleaning** of frequently touched surfaces.
	+ More frequent cleaning and disinfection may be required based on level of use.
	+ Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
* **High touch surfaces include:**
	+ Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

* **Recommend use of** [**EPA-registered household disinfectant**](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)**.**
**Follow the instructions on the label** to ensure safe and effective use of the product.
Many products recommend:
	+ Keeping surface wet for a period of time (see product label).
	+ Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
* **Diluted household bleach solutions may also be used** if appropriate for the surface.
	+ Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
	+ Unexpired household bleach will be effective against coronaviruses when properly diluted.
	**Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
	**Leave solution** on the surface for **at least 1 minute.**
	**To make a bleach solution**, mix:
		- 5 tablespoons (1/3rd cup) bleach per gallon of water
		OR
		- 4 teaspoons bleach per quart of water
* Bleach solutions will be effective for disinfection up to 24 hours.
* **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

* **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
* **Launder items** (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

OR

* **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) meet EPA’s criteria for use against COVID-19.
* [**Vacuum as usual**](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection)**.**

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

* Consider putting a **wipeable cover** on electronics.
* **Follow manufacturer’s instruction** for cleaning and disinfecting.
	+ If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

* Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
* **Wear disposable gloves** when handling dirty laundry from a person who is sick.
* Dirty laundry from a person who is sick can be washed with other people’s items.
* **Do not shake** dirty laundry.
* Clean and **disinfect clothes hampers** according to guidance above for surfaces.
* Remove gloves, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

* **Close off areas** used by the person who is sick.
	+ Companies do not necessarily need to close operations, if they can close off affected areas.
* **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, remote controls, and ATM machines.
* [Vacuum the space if needed](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
	+ Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
	+ Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
* Once area has been **appropriately disinfected**, it **can be opened for use**.
	+ **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
* If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
	+ Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

* Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection.**
	+ Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
	+ High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
	+ Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
* **Sidewalks and roads should not be disinfected.**
	+ Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

head side mask icon

When cleaning

* **Regular cleaning staff** can clean and disinfect community spaces.
	+ Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
* **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, laundry, and trash pick-up to recognize the symptoms of COVID-19.
* Provide instructions on what to do if they develop [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) 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 don (put on), use, and doff (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 1910.1200external icon](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200)).
* **Comply** **with OSHA’s standards** on Bloodborne Pathogens ([29 CFR 1910.1030external icon](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132)).

Alternative disinfection methods

* The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
	+ EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
* CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.