

# CFE FACILITIES TRAINING

ON COVID-19

## WHAT IS THE CORONAVIRUS AKA COVID-19?

---

Coronavirus disease 2019 (Covid-19) is a respiratory illness that can spread from person to person.

---

The virus is thought to spread mainly between people who are in close contact. (Within 6 feet)

---

The CDC has guidelines in place to try and slow the spread of Covid-19.

# FOLLOWING CDC GUIDELINES



The CDC recommends that you wash your hands often with soap and water for at least 20 seconds. Use an alcohol based hand sanitizer that contains at least 60% alcohol if soap and water is not available.



Avoid touching your eyes, nose, mouth without cleaning your hands first.



Avoid non-essential physical contact.



Several times per day, clean and disinfect surfaces and objects that are frequently touched, especially the common areas. These surfaces include: doorknobs, light switches, sink handles, countertops, toilet handles and telephones.



# CLEAN UP PROCEDURES

- JANITORIAL STAFF WILL BE EQUIPPED WITH DISPOSABLE GLOVES, SAFETY GOGGLES AND DISINFECTANT, YOU MUST DISCARD ALL GLOVES AND MASK AFTER EACH CLEANING.
- DISINFECT ALL TELEPHONES BY WIPING DOWN WITH LYSOL DISINFECTING WIPES
- OPEN ALL DOORS TO HELP INCREASE AIR CIRCULATION IN THE AREA
- WIPE DOWN ALL KEYBOARDS, DESKTOPS, AND CUBICLES WITH DILUTED BLEACH AND/OR ALCOHOL SOLUTIONS WITH AT LEAST 70% ALCOHOL.
- CARPETED FLOORS MUST BE SPRAYED WITH LIQUID DISINFECTANT AND THEN VACUUMED CLEANED WITH A HEPA VACUUM

CLEAN UP  
PROCEDURES  
CONTINUED.....

All smaller square footage floors must be mopped with 4 tablespoons of bleach per quart of water.

---

For larger square footage areas, a floor scrubber or walk behind should be cleaned with Neutral Cleaner.

---

Cleaning staff is required to wear disposable gloves and gowns to avoid contamination.

---

Gloves should be removed and replaced with clean gloves after cleaning of each room to avoid cross-contamination.

---

Empty Cigarette receptacles in double bagged can liner and dispose.

---

Wipe down seats and benches with a disinfecting spray.

---

Make sure all entrance's, offices, canteens, elevators, tables, doorknobs, light switches, and common areas are sprayed with an aerosol disinfecting spray as well as all hard surfaces are sprayed with a bleach solution and wiped down.

# Safety Is Our Top Priority



We are taking all precautions to keep our employees, our customers, and their guests safe.



# STAFF PRECAUTIONS



YOU MUST NOTIFY  
MANAGEMENT IF  
YOU FEEL SICK OR  
HAVE BEEN  
INSTRUCTED TO  
STAY AT HOME.  
EMPLOYEES THAT  
ARE EXHIBITING  
SYMPTOMS OF  
THE VIRUS WILL  
NOT BE ALLOWED  
TO REPORT TO  
WORK.



ALL EMPLOYEES  
MUST FOLLOW  
THE RULES SET  
FORTH BY THE  
CDC AT ALL  
TIMES.



EMPLOYEES  
MUST PRACTICE  
THE CDC  
GUIDELINES AT  
HOME TO  
AVOID  
POSSIBLE  
EXPOSURE TO  
THE VIRUS.



EMPLOYEES  
MUST AVOID  
TOUCHING  
THEIR EYES,  
NOSE, OR  
MOUTH WITH  
UNWASHED  
HANDS.



EMPLOYEES  
MUST WEAR  
GLOVES AT ALL  
TIMES WHILE  
CLEANING.

## INSTRUCTION FOR CLEANING WITH LEMON DISINFECTANT

Lemon Disinfectant is listed by the EPA to be effective against the Coronavirus if used properly. The cleaning solution should be sprayed and must remain on the surface for no less than 10 minutes. Wiping down the entire surface using a Red microfiber towel and drying with a Green microfiber towel.





#### **CFL Facilities Services COVID Cleaning Procedures via CDC Recommendations:**

Your safety, health, and well-being are of the utmost importance to us at CFL Facilities, Inc. We understand that there are many concerns around the COVID - 19 Virus, and we want to assure you that we are doing all that we can to protect our customers and their guests to help prevent the spread of disease. We are committed to doing our part to keep you healthy and will continue to communicate any changes in service to you as quickly as possible.

#### **Clean Up Procedures:**

- All janitorial staff will be equipped with disposable gloves, safety goggles and disinfectant and are instructed to discard gloves and mask after each cleaning
- Disinfect all telephones by wiping down with Lysol disinfecting wipes
- Open all doors to help increase air circulation in the area
- Wipe down all keyboards, desktops, and cubicles with diluted bleach and/or alcohol solutions with at least 70% alcohol
- Carpeted floors will be sprayed with a liquid disinfectant and then vacuumed cleaned with a HEPA vacuum
- All floors will be mopped with 4 teaspoons of bleach per quart of water
- Cleaning staff will wear disposable gloves and gowns to avoid contamination
- Gloves will be removed and replaced after cleaning each room to avoid cross-contamination
- Empty cigarette receptacles in double bagged can liner and dispose of
- Wipe down seats and benches with a disinfecting spray
- Make sure all entrances, offices, canteens, elevators, tables, doorknobs, light switches, tables, and common areas are sprayed with an aerosol disinfecting spray as well as all hard surfaces are spray with a bleach solution and wiped down.

#### **Staff Precautions:**

- All staff are instructed to notify management if they feel sick or have been instructed to stay home. Employees that are exhibiting symptoms of the virus will not be allowed to report to work.
- All staff are to follow the rules set forth by the CDC
- Employees will be educated on performing safe practices at home to avoid contracting the virus

- Employees are instructed to avoid touching their eyes, nose, or mouth with unwashed hands
- All employees MUST wear gloves at all times while cleaning

#### **Communication Updates:**

- We are increasing the frequency of communication between the regional manager and our staff. She is constantly being provided updates and training to utilize in passing on to the direct staff on site.
- CFL has reached out to all employees and subcontractors on a plan of action for the sanitation at each location.

#### **Building Operations:**

- We've reviewed business continuity plans with all staff and external vendors to ensure critical functions continue to be met in the event of staff absences.
- Provide employees with sanitizing products for their own workspaces or throughout the facility.
- Educate employees and visitors on the importance of proper handwashing or using hand sanitizer.
- Recommend that employees stay home when sick.
- We have contacted all suppliers to ensure that we will still be able to obtain chemicals and consumables for all locations.

**Hourly Rate to be billed to customer for the services: \$18.25 per hour**

[https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fc](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fc)

CFL can provide services within a 24- hour window of being notified that a facility needs to be cleaned, via CDC Recommendations.

YOUR SAFETY,  
HEALTH, AND WELL-  
BEING ARE OF THE  
UTMOST  
IMPORTANCE TO US  
AT CFL FACILITIES,  
INC.