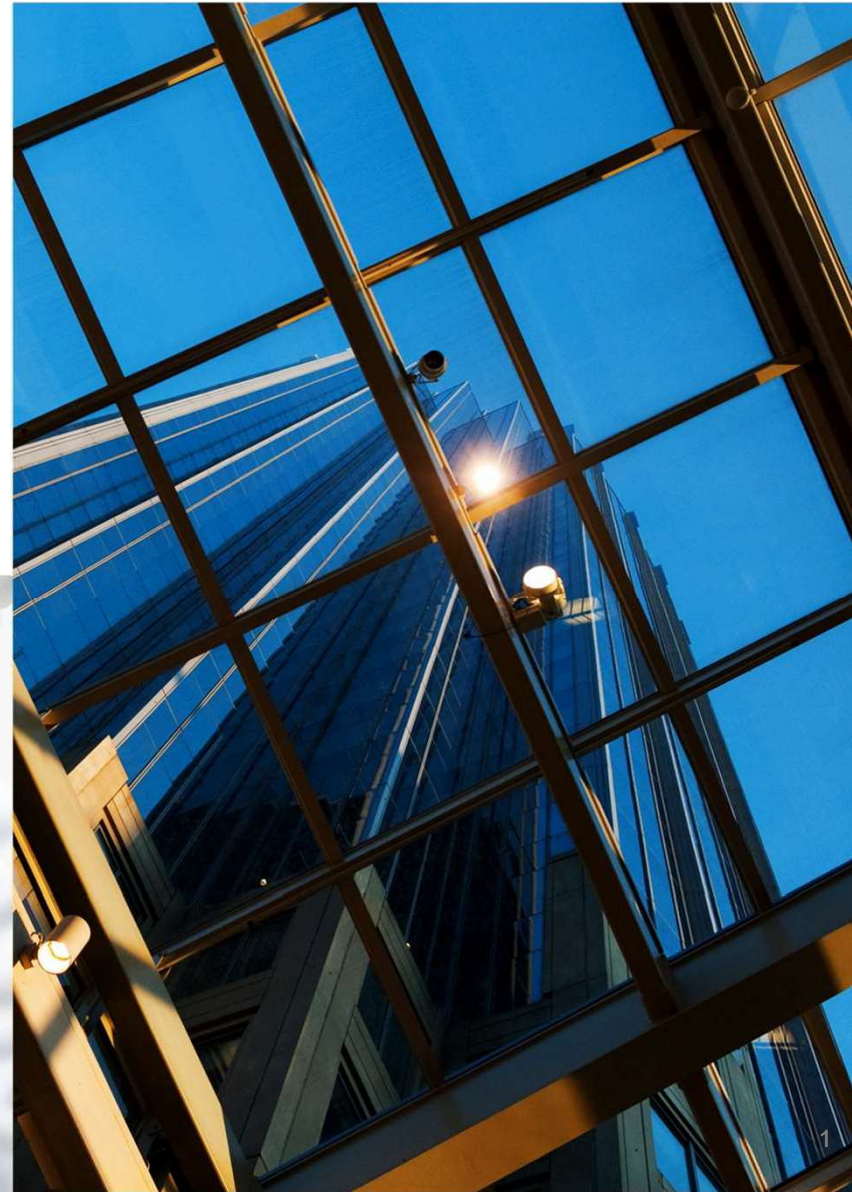

JANITRONICS

BUILDING SERVICES

Best Practice Fighting COVID-19

Life Sciences and Controlled
Environments



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Plan Review – Crisis Collaborative



Crisis Collaborative is a team of industry experts who have extensive backgrounds in employee safety, emergency medicine, risk management, business continuity, disaster restoration, and commercial real estate. The firm provides multi-disciplinary consultative solutions to help companies prepare for, respond to, and recover faster from crises that threaten their businesses.

Crisis Collaborative reviewed Janitronics' policies, procedures, processes, and training materials related to the company's COVID-19 response – to ensure they conform to industry best practices, applicable safety and compliance standards, and reliable, professional guidance from industry experts. You can learn more about Crisis Collaborative at <https://crisiscollaborative.com/>.

Objectives



The health and safety of our employees, client partners and communities is our highest priority at Janitronics' Building Services. With our internal health taskforce and resources outside our organization, we have developed a comprehensive janitorial response to these unprecedented times.

This plan encompasses all aspects of janitorial operations, including cleaning, physical distancing, health screening, PPE, and effective health communication guided by research and science to ensure the appropriate response.

We will continue to implement operational best practices, following local, state and federal guidelines in compliance with applicable laws. Our plan will continue to change with each CDC update. **While the situation around this global pandemic remains fluid, and we expect this plan to evolve over time, this plan is meant to advance our mutual efforts over the coming weeks to align on and coordinate activities as we collectively prepare for the lifting of shelter in place regulations.**

Key Actions – Steps Taken *Among 1400+ Staff*



Communication

- A cross-functional operations team was established to coordinate the response across operational units and sites. This team is led by David Connolly and the COVID-19 Task Force consisting of 4 Management Team Members.
- Working closely with employees & government agencies to ensure compliance with local quarantine requirements, ongoing communication with confirmed cases & self-isolate cases by phone and email.
- Educate staff to recognize the symptoms of COVID-19 and provided instructions on what to do if they develop symptoms. An online tool has been developed from the onset to engage with each employee to self-report their location and health status.
- Contacts have been established for all employees for efficient self-reporting and self-tracking. Photo recognition software at all locations allow employees to register before each shift and respond to (3) wellness questions.
- CONTACT TRACING: TRACE, TRACK, ISOLATE policy maintained by David Connolly, Chief Operating Officer and Alan Shaw, Director of Labor Relations.
- Email communications deployed to all employees: guidance, health updates, employee rules, emergency plan, hand washing, proper use and disposal of PPE, Physical Distancing and Wellness Checks.

Key Actions – Steps Taken *Among 1400+ Staff*



COVID-19 Training

- New COVID-19 specific training modules:
- Employee rules
- Hand washing
- Proper Use and Disposal of PPE
- Physical Distancing
- High Touch Points (HTPs)
- Understanding Cleaning vs. Disinfecting
- Donning/Doffing and Proper Care of Face Coverings



Standard Training

- Regulatory: Global Harmonization Standard: How to read SDS sheets, labeling of bottles, HMIS codes
- Blood-Borne Pathogens and how-to pick-up blood
- Regulatory: Sexual Harassment Training for Managers and Employees
- Sharps Disposal: Proper procedures for disposal of sharps and needles
- Chemical Safety: Protective devices, mixing
- Dilution control: Prepare cleaning products for use
- Restroom/Shower Room Cleaning: Proper procedures, Hands-On cleaning, product usage, odor control
- Carpet Care
- Trash and Recycle: Processing and removal
- Fall Protection including ladder and scaffolding safety – site specific
- Electrical Safety
- Personal Protective Equipment (PPE)
- Routine Cleaning of GMP Environment – Site Specific



Staff Wellness and Safety



Cleaning and Application of Disinfectant

- For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4oF or higher. Fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications. (NSAIDs).
- Contacts have been established for all employees for efficient self-reporting and self-tracking.
- Seating areas reconfiguration executed to minimize transmission during breaks (maintain 6-ft distance)
- Secure face covers and other PPE (Personal Protective Equipment) with daily distribution to employees to meet requirement to wear a face cover and gloves.
- Manufactured two ply cotton face coverings with filter and they are washable.
- Clear guidelines on Cleaning and the Application of Disinfectant throughout a facility. (Level 1, Level 2 and Level 3)
- Daily cleaning and application of disinfectant to common spaces including all high touch points.
- Defined guidelines of manual routine cleaning and the application of disinfectant for confirmed case with in 48 hours.
- Strict employee cross-building access and staggered work schedule to decrease exposure risks.



Quality Measures to Safeguard Employee Health

01

ACTION

Before Work

Before entering the work site always practice physical distancing, hand washing and other standard precautions. Monitor your health and the health of anyone you live with or are in contact with during off hours. Never enter the workplace if you exhibit any symptoms of COVID- 19 or feel that you may have been exposed to the virus.

02

ACTION

During Work

Each and every staff strictly perform their normal duties with the focus on common area high touch points. Report any unusual or unsafe clusters of people to your supervisor. Follow training for PPE, Wellness Checks and Physical Distancing. Avoid any/all contact with building occupants including co-workers.

03

ACTION

After Work

Always wash hands before and after work – throughout your day at home.
Do not gather in groups, monitor your health and report any symptoms to your manager.
Avoid public transportation and avoid carpooling.

04

ACTION

Quality Assurance

Site Managers and Client Relations Members will need to visit each site more often – at least 3 times per week to monitor our policies and procedures. Setup weekly calls with your client representatives to update on any issues.

COVID-19 Safety Training for Employees

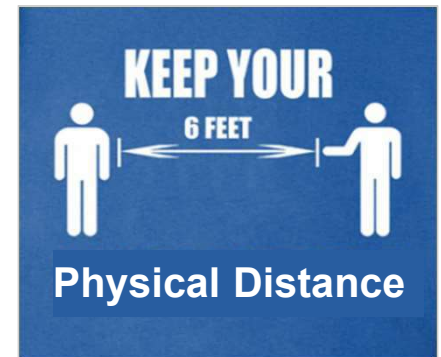
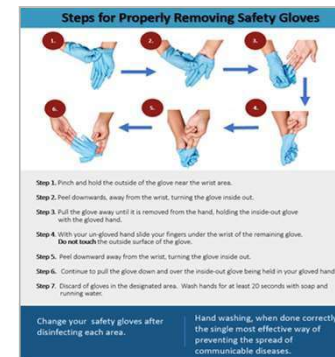
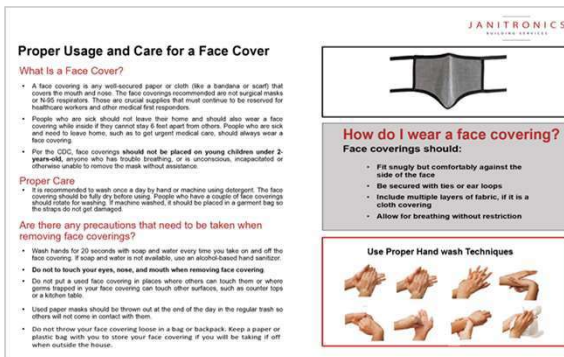
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The new COVID-19 Safety Training Curriculum for Employees provides employees with guidance on Hand Washing Protocol and the use and care of PPE (gloves and face coverings), Physical Distancing and the Signs, Symptoms and Prevention of COVID-19 in accordance with CDC guidelines.

Deployment in English and Spanish:

- Rollout on Online Learning Management System (LMS) COVID-19 training module
- Email Blast
- Manager distribution
- Signage at site

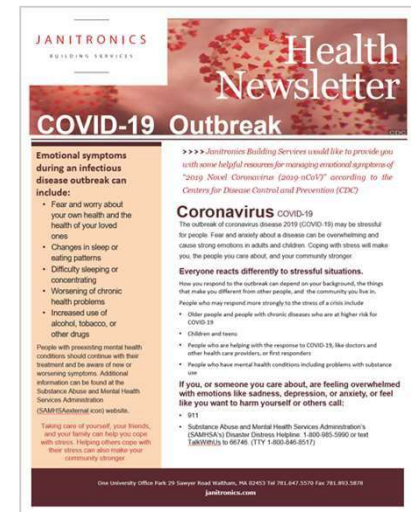
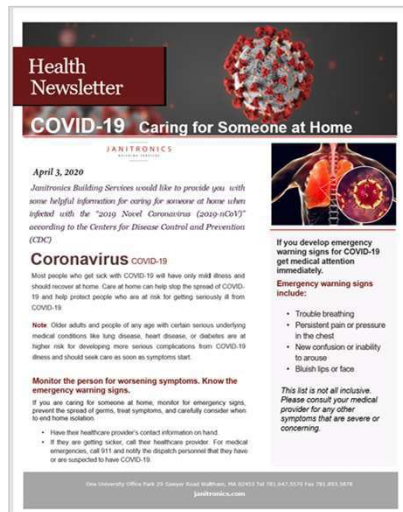


Health Newsletters and Updates

Weekly Health Newsletters designed to deliver safety and health guidelines to employees. Content includes Prevention, Caring for Someone at Home, Face Covers, Managing the Emotional Symptoms of a Pandemic and COVID-19 Updates.

Deployment in English and Spanish:

- Email Blast
- Manager distribution
- Rollout on Learning Management System (LMS)



Wellness Checks

Upon repopulation into all site locations, employees are required to answer a “3 – question” Health Screen on the timeclock. Employees answer “YES” to any of the questions are asked to seek the guidance of their health care professional and follow all guidelines in accordance to the CDC.

Questions:

1. *Have you had close contact in the last 14 days with a lab-confirmed COVID-19 patient?*
2. *Are you currently or have you had any of these symptoms in the last 14 days?*

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever greater than 100
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

3. *Have you been tested for COVID-19 and are awaiting the results?*

STOP

PARE

JANITRONICS
BUILDING SERVICES

COVID-19 SCREENING QUESTIONS
PREGUNTAS DE DETECCIÓN DE COVID-19

Por favor, responda a estas preguntas con un "Sí" o "No" verbal o señale una pregunta o las preguntas que usted respondería como "Sí".
Gracias por su cooperación.
Please answer these questions with a verbal "Yes" or "No" or point to a question or the questions that you would answer as "Yes".
Thank you for your cooperation.

1

¿Ha tenido contacto cercano en los últimos 14 días con una persona que tiene COVID-19 confirmado por laboratorio?
Have you had close contact in the last 14 days with a lab-confirmed COVID-19 patient?

2

¿Está usted actualmente o ha tenido alguno de estos síntomas en los últimos 14 días?
- Tos
- Falta de aliento o dificultad para respirar
O al menos dos de estos síntomas:
- Fiebre mayor a 100
- Escalofríos
- Sacudidas repetidas con escalofríos
- Dolor muscular
- Dolor de cabeza
- Dolor de garganta
- Nueva pérdida de sabor u olfato.
Are you currently or have you had any of these symptoms in the last 14 days?
- Cough
- Shortness of breath or difficulty breathing
Or at least two of these symptoms:
- Fever greater than 100
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

3

¿Ha sido examinado para COVID-19 y está esperando los resultados?
Have you been tested for COVID-19 and are awaiting the results?

Commuting to and from Work

Commuting to and from work

Must know for staff

- Make sure your face cover is clean prior to donning.
- Wear your face cover at all times at work- and when you are commuting with others to work.
- Place personal belongings in a zip lock bag before coming to work to reduce the possibility of contamination.
- When finished working, decontaminate the bag, retrieve the items and discard the bag. Use the established hand wash protocol before and after.
- Measure temperature before work; do not go to work and report to supervisor if abnormalities are observed.
- Wear face cover in vehicles if carpooling, avoid touching objects using bare hands.
- Before leaving, wash hands and wear face cover.
- On public transportation wear a face cover all the time and avoid touching objects on the vehicle with bare hands.
- After taking off the face cover upon arriving home, wash hands first and then sanitize your cellphone and keys with 75% ethanol or antiseptic wipes.
- Wash your face cover.
- Ventilate and keep tidy at home and avoid gathering.

Preventative actions

- Temperature will be taken before entering the building. (or self administered)
- Staff with body temperature above 100.4 are not allowed to enter the building and will be advised to contact their health care professional.
- Sanitize public areas daily, such as foyers, hallways, meeting rooms, elevators, stairways, bathroom etc., using 3M-5L. Allow for the appropriate dwell time (approximately 6 minutes.)

Cleaning Levels

L1

LEVEL 1: BASE BUILDING COMMON AREAS

Day Cleaning - Staff (if staffed or if added by Property Management) are using disinfectant solutions (registered with the EPA for COVID-19) during the daily cleaning of all restrooms and in the first-floor building entrance lobbies, all doors, door handles and knobs, elevator buttons and panels, and other commonly touched areas.

Evening Cleaning - Staff are using disinfectant solutions (registered with the EPA for COVID-19) during the regular nightly cleaning of all restrooms, elevator lobbies, push buttons and in the first-floor building entrance lobbies, all doors, door handles and knobs, elevator buttons and panels, and other commonly touched areas.

L2

LEVEL 2: TENANT SPACE

When Deployed

- Surface disinfection services and/or post 72 hours within space of confirmed case.
- For tenant - specific request, we can provide specific scope of disinfecting service on a proposal basis.

Evening Cleaning - Additional staff can provide enhanced disinfecting services for tenant space to include:

Scope – The Application of Disinfectant to all high touch points in lobbies and entrances, table tops, light switches reception areas, conference rooms, kitchenettes, cabinet handles, appliance handles, vending machines, table tops and chairs, rest rooms, work stations and offices (to include exposed desk surfaces, key boards, phones, chairs) and common area hallways using disinfectant solutions (registered with the EPA for COVID-19).

L3

LEVEL 3: ELECTROSTATIC SPRAYING for CONFIRMED CASES within a space less than 72 hours.

The electrostatic sprayer is our primary delivery method and is an industrial dispersion sprayer that electrically charges fine microdroplets of our disinfectant solution. The charged droplets are drawn to nearby grounded objects or surfaces, allowing much more efficient use of the disinfectant. The charged spray envelops the entire surface giving a full spectrum coverage. Sprayer-based mist applications are preferred in order to prevent spreading of contamination throughout the facility. This process will cover all surfaces including carpet, soft seating, window treatments and other areas not covered by the manual method.

Cleaning Level 1: Enhanced Routine Cleaning and Disinfection

Level 1: Enhanced Routine Cleaning and Disinfection - Basic cleaning scope under lease

Cleaning tasks/frequencies within tenant premises remain the same EXCEPT an EPA registered disinfecting cleaner will be used instead of a neutral cleaner for base building rest rooms, elevators, common area touch points.

For this purpose core building restrooms and elevator lobbies are included in building common areas

Frequency

Nightly
FILL IN DAY SHIFT TIME (If applicable)
8:00am – 4:30pm
FILL IN NIGHT SHIFT TIME
6:00pm – 10:00pm

BUILDING COMMON AREAS

Elevators

Wipe clean elevator buttons and handrails with an EPA registered disinfecting cleaner and increase frequency by day staff and once per night with evening staff

Frequency

“2X per day” If location has day service
“1X per night” If location has night service

Main Building Lobby

Clean lobby door handles, glass and all high touch points, with an EPA registered disinfecting cleaner and increase frequency during the day and once per evening

Clean main building lobby elevator buttons, with an EPA registered disinfecting cleaner and increase frequency

Clean hand sanitizer stations with an EPA registered disinfecting cleaner

Frequency

“2X per day” If location has day service
“1X per night” If location has night service

Cleaning Level 1: Enhanced Routine Cleaning and Disinfection

BUILDING COMMON AREAS	
Restrooms Clean all basins/urinals/bowls/flushometers using an EPA registered disinfecting cleaner Spot clean all partitions/dispensers and walls with an EPA registered disinfecting cleaner Clean restroom doors, sinks and all fixtures with an EPA registered disinfecting cleaner	Frequency “2X per day” If location has day service “1X per night” If location has night service
Stairwells Cleaning tasks/frequencies within stairwells remain the same EXCEPT an EPA registered disinfecting cleaner will be used instead of a neutral cleaner.	Frequency “2X per day” If location has day service “Contract Frequency per night” If location has night service. If contract frequency is less than 1x per night may require additional labor.
Amenity Spaces Cleaning tasks/frequencies within amenity spaces remain the same EXCEPT an EPA registered disinfecting cleaner will be used instead of a neutral cleaner. For Fitness Centers and Cafeterias additional services are available and a proposal can be prepared to increase frequency both during the day and evening	Frequency “2X per day” If location has day service “1X per night” If location has night service

Cleaning Level 2: Non-Routine Advanced Disinfection



BUILDING COMMON AREAS: Level 2 Non-Routine Advanced Disinfecting	
Advanced Disinfecting Advanced disinfecting in tenant premises Electrostatic Sprayer with an EPA-registered solution, when available Manual disinfecting wipe down of surfaces with an EPA-registered disinfectant	Frequency As needed and determined by Property Management
Level 2: Non-Routine Advanced Disinfecting (Additional cleaning available by request on a work order) Application of EPA-registered disinfectant to all porous and exposed surfaces up to 6' above finished floor Document and report Level 2 Cleaning	Frequency By request
TENANT PREMISES: Level 2 Non-Routine Advanced Disinfecting Advanced disinfecting in tenant premises Electrostatic Sprayer with an EPA-registered solution, when available Manual disinfecting wipe down of surfaces with an EPA-registered disinfectant	Frequency By request

Cleaning Level 3: Non-Routine Infection Control

BUILDING COMMON AREAS: Level 3 Non-Routine Infection Control	
Advanced cleaning scope for a confirmed COVID-19 case Infection Control Electrostatic Sprayer with an EPA-registered solution at a higher concentration Fogging with EPA- registered disinfectant Secondary application to high touch areas	Frequency As needed and determined by Property Management
Level 3: Non-Routine Infection Control Use of electrostatic technology and fogging with EPA-registered disinfectant to treat entire area and secondary application to high touch areas Document and report Level 3 cleaning	Frequency By request
TENANT PREMISES	
Advanced cleaning scope for a confirmed COVID-19 case for an additional cost Infection Control Electrostatic Sprayer with an EPA-registered solution at a higher concentration Fogging with EPA- registered disinfectant Secondary application to high touch areas	Frequency By request

Cleaning, Sanitizing and Application of Disinfectant

Must know for staff		Preventative actions
Cleaning	Cleaning <ul style="list-style-type: none"> Cleaning is the process of removing visible debris, dirt, and dust and organizing a space. Cleaning does not kill bacteria and germs, but it will dilute their numbers and aid in lowering the risk of spreading infectious microbes. 	Overall Strategy <ul style="list-style-type: none"> Staff will follow all established cleaning, sanitizing, application of disinfectant safety protocols. Staff will apply disinfectant using EPA-approved chemicals that kill the organisms and prevent them from spreading. Disinfectant will be applied manually, using 3M 5L or by electrostatic spray. <p>The 4 F's of Cleaning:</p> <ul style="list-style-type: none"> FREQUENT (the right timing) FOCUSED (the right surfaces) FUNCTIONAL (the right products) FROM PROFESSIONALS (the right people)
Sanitizing	Sanitizing <ul style="list-style-type: none"> Sanitizing reduces, not kills, the number and growth of bacteria, viruses, and fungi. Sanitizing is particularly important in food preparation areas where germs and fungi can cause foodborne illnesses. 	
Disinfecting	Disinfecting <ul style="list-style-type: none"> The act of disinfecting kills microscopic organisms (germs, viruses, fungi) on surfaces. The application of a disinfectant does not necessarily remove visible dirt and debris from a surface and is much more effective if basic cleaning is done first. 	

Janitronics Contamination Control Strategy

Janitronics has established a controlled environment and cleanroom training program for all employees who will be performing work within the cGMP manufacturing areas.

This training includes:

- Good Hygiene
- Quality Measures to Safeguard Employee Health
- COVID-19 Safety Training for Employees
- Wellness Checks
- Commuting to and from work
- Cleanrooms and Controlled Environments
- Corporate COVID-19 Policy

The risk of contamination from employees to the cleanroom, controlled environment, products and personnel working in our customer facilities is our highest responsibility.

Janitronics has established quality systems to support the cleanliness of the controlled environments and cleanrooms for their clients. These systems ensure that the proper tools, equipment, cleaning agents, and sanitizing solutions are used. Training is provided for all employees that work in these areas in accordance with good cleanroom practices and standards. Employees are trained on client specific standard operating procedures for cleaning agent or disinfectant formulations, applications, and frequency. Employees are also trained on site specific gowning requirements, material movements, waste handling, and exiting protocols.

Factors Influencing Cleanliness

Personnel	Workplace	Material Handling	Process
<ul style="list-style-type: none">• Speed of movement• Organization of work activities• Dress code• Personal Hygiene• Gowning• Entry and exit procedures (airlocks)	<ul style="list-style-type: none">• Cleanroom compliant activities• Incoming and outgoing air flows• Sources of heat• Cleanliness of surfaces• Cleaning throughout production	<ul style="list-style-type: none">• Forms of movement• Access logistics	<ul style="list-style-type: none">• Process layout• Sequence of procedures• Production equipment• Monitoring procedures• Movement of materials through airlocks

Main Reasons for Personnel Contamination

- Access of unauthorized personnel into production, storage, and product control areas
- Inadequate gowning and personal protective equipment
- Poor practices like eating food, chewing gum or drinking beverages in the storage and processing areas



Contamination Control

- Personnel Control
 - Dress Code
 - Personal Hygiene
 - Gowning
- Environmental Control
 - Entrance and exit
 - Materials and supplies
 - Atmospheric (Microbial Monitoring)



Your role in Contamination Control

Click on tabs 01-04

Tab 01

Tab 02

Tab 03

Tab 04



Janitronics Contamination Control Strategy

During the COVID-19 public health emergency, Janitronics has re-trained staff on current good manufacturing practice (CGMP) regulations and recommendations regarding restriction of sick employees from production areas.

This includes but is not limited to the following documents:

- 21CFR 211
- 21CFR 212
- 21CFR 600
- ICH Q7

Janitronics vigilantly monitors employees who perform cleaning and sanitization in controlled environments and cleanrooms in accordance with our Repopulation Policy. Additionally, anyone who visits a state with a high risk is not allowed in a controlled environment or cleanrooms until completion of the CDC criteria for home isolation.



Transition from Base Building to Controlled Environments or Cleanrooms

Controlled Environment

TRANSITION FROM BASE BUILDING TO CONTROLLED ENVIRONMENTS

Must Know for Staff:

- Proceed to designated areas and store all personal items. Cell phones must be left in storage areas.
- Food items should not be contained in lockers that are adjacent to controlled corridors.
- Wash your hands.
- Badges must be sanitized. All personal glasses must be sanitized.
- Staff will replace personal masks with company issued face masks.
- Wash hands.
- Some controlled environments have additional requirements such as safety shoes, specific clothing (non-linting), no bare legs, no sleeveless tops, no jewelry and no cosmetics.
- If proceeding to a lab, sanitize hands and follow the SOP for specific gowning requirements.

Clean Room Areas

TRANSITION FROM BASE BUILDING TO CLEAN ROOM AREAS

Must Know for Staff:

- If proceeding to a cleanroom, continue with requirements for Controlled Environments.
- Before entering a cleanroom proceed to a locker room and wash hands. If required by protocol, remove street clothing and don building suits, plant uniforms or scrubs.
- Don building or safety shoes or shoe covers, hairnets, beard covers, cleaned safety glasses, and exchange company mask for a particle free cleanroom mask.
- If wearing personal safety glasses, sanitize. Wash your hands.
- Sanitize hands. Enter the gown room or manufacturing area following designed SOP.

All health restrictions apply as contained in the training modules. Additional requirements for cleanrooms - include 14-day home quarantine for anyone who has traveled to certain states or locations.

Work Area - Breaks and Lunches

Must know for staff

- Take temperature before entering the building and wash hands after entering.
- During work hours, staff should report to their supervisor if they need to leave the work zone. After return, the staff will be asked to take his/her temperature and wash hands again.

Breaks and Lunch

- Recommend staff to come to break areas at different time intervals to avoid gathering.
- Recommend staff to bring meals to avoid having to leave site and risk exposure.
- At the break area, do not take off your face cover until eating.
- Avoid taking a meal face to face across a table.
- Avoid talking while eating and avoid gathering.
- Wash hands before and after eating sing the stablished hand wash protocol.

Preventative actions

Overall strategy:

- Recommend staff to come to break areas at different time intervals to avoid gathering.
- Sanitize the break area including the furniture daily.
- Keep the kitchen dry and tidy.



Work Area Cleaning

Must know for staff

In the elevator (high risk):

- Wear face cover; avoid touching elevator buttons with bare hands; wash hands after coming out of the elevator.

Stairwells (high risk):

- Wear face cover in stairwells.
- Avoid touching handrails.
- Wash hands immediately if touched.

Office & Rest Rooms (high risk):

- Wear face cover; keep distance when talking; keep ventilation.
- Keep the work area tidy; ventilation is recommended 3 times a day.
- Keep 6 feet distance from your coworkers; avoid face to face communication.
- Avoid touching doorknobs or elevator buttons with a bare hand; wash hands immediately if touched.

Preventative actions

Logistics:

- Daily sanitization of common areas (i.e. foyers, hallways, meeting rooms, elevators, stairways, bathrooms, kitchens etc., using 3M-5L.)
- Provide liquid hand soap in the bathroom.
- Logistic staff including security and janitors are required to wear masks during work and keep adequate distance from others.
- Janitors will wear single-use nitrile gloves while performing routine cleaning tasks. Gloves must be changed after applying disinfectant to each area.
- Apply disinfectant to **high touch points**, (i.e. door handles and push plates, light switches, elevator buttons, exterior of kitchen appliances and furniture, water coolers, vending machines and cafeteria tables and trays using 3M-5L allowing for the appropriate dwell time (approximately 6 mins.)
- Floor of public areas and restrooms are mopped daily using 3M-5H. One day per week use a neutral cleaner to avoid build up.

Restroom Cleaning

Must know for staff

Don and Doff PPE according to established protocols:

- Where possible don and doff PPE with a buddy to ensure PPE is used and removed safely.
- Use proper hand washing protocols before and after donning and doffing gloves.
- Wear face covering.
- Properly dispose of gloves and any other disposable PPE in the designated area.

Restroom Cleaning and Application of Disinfectant Procedure

- Set up cleaning cart outside restroom entrance. Use the door stop to prop the open door.
- Follow Restroom Cleaning and Disinfecting Procedure – Steps outlined in LMS Module.
- Report any damaged items: broken dispensers, lights out, damaged ceiling tiles, low battery dispenser signals or otherwise.
- Self-Inspect Work.

Preventative actions

Restroom

- Daily cleaning and application of disinfect to restroom surfaces using proper disinfectant application and cleaning techniques.
- Allowing for appropriate dwell time of (**approximately 6 mins**) for disinfectant agents.



Cleaning and Applying Disinfectant if Someone is Sick

Cleaning and Applying Disinfectant when Someone is Sick

Must know for staff

Notification of Confirmed Case Covid-19

- Always review the cleaning plan with your manager prior to entering space.
- SOP Guidelines will dictate cleaning process.
- Length of time since Confirmed Case was last in the worksite will determine action steps and SOP guidelines.
- 24-48 hours will require fogging or electrostatic spraying.
- 48+ hours since confirmed case was last in the worksite will allow for safely completing manual disinfecting with 3M-5L or client may request the fogging/electrostatic spraying.
- If more than 7 days since confirmed case was in the worksite no additional cleaning is required. (standard nightly cleaning)

Actions

Cleaning and the Application of Disinfectant if Someone is Sick

- Close off areas used by the person who is sick.
- Wait 24 hours before you clean or apply disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and apply disinfectant to 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. Electrostatic or Fogging required.
- 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 application of disinfectant.

Proper PPE

- Use gloves, masks and gowns if requires. Dispose of PPE after use and dispose of in the designated area.
- Follow proper hand washing protocol.
- With less than 48 hours between Confirmed Case is on site fogging or electrostatic spraying is required before cleaning personnel can restart routine cleaning.

Corporate COVID-19 Policy

The COVID-19 policy has been established in addition to our training schedule for all employees, designed specifically for COVID-19.

Policy states:

- Following the CDC's current Symptoms Guidance, Janitronics Building Services currently prohibits its employees from entering the work place if they are experiencing any of the symptoms outlined by the CDC to include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat or new loss of taste and/or smell.
- If the employee is experiencing symptoms of COVID-19 he/she is required to quarantine for at least 14 days. The employee will be permitted to return to work with medical clearance from an MD, DO, NP OR PA-C).
- As a further protective measure, employees are required to answer a 3 - question health screen upon entering the workplace on the Photo Recognition Software time clock.
- If an employee is tested for COVID-19 he/she must still quarantine for 14 days and can return to work with a negative test result. Employees are prohibited from entering the workplace and must follow CDC guidelines, they are required to speak with their manager/supervisor if they are waiting for COVID-19 test results.
- Janitronics employees are reminded to continually wash their hands and stay home if they feel sick. If an employee suspects that they may have been exposed to or are infected with the COVID-19 virus, the employee should call their supervisor/manager/the main office so that the CDC's then current guidelines are followed. Any such employee is only permitted to return to work after complying with the then current CDC guidelines and given specific authorization to return to work by Human Resources.

JANITRONICS
BUILDING SERVICES

COVID-19 POLICY for ALL EMPLOYEES
Effective: 3.12.20

Janitronics Building Services is monitoring the rapidly changing situation surrounding the current Coronavirus (COVID-19) Outbreak and working closely with our customers, employees, vendors, and other business partners to respond appropriately. Our first priority is to ensure that we are continuing to promote a safe and healthy work environment at all of our workplaces.

Following the CDC's current Symptoms Guidance, Janitronics currently prohibits its employees from entering the work place if they are experiencing any of the symptoms outlined by the CDC to include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat or new loss of taste and/or smell (For current CDC Guidance on Symptoms of COVID-19), see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

All employees waiting for COVID-19 test results must quarantine until they receive a letter from their Health Care Professional stating that they may return to the workplace.

As a further protective measure, employees are required to answer a 3- question health screen upon entering the workplace on the Photo Recognition Software time clock.

Employees who answer "yes" are not permitted to report to work and are asked to follow the guidance of their Health Care Profession and the guidelines set forth by the CDC What to Do if Sick, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. Notification of "YES" to any of the questions sends electronic notification to our office and the supervisor for tracking.

Like many other employers in the Boston area, we also are asking employees to do their part to reduce the risk of infection and transmission. All Janitronics employees should consider carefully their own health and exposure to individuals and be prepared to follow the CDC's recommendations.

If an employee is waiting for COVID-19 test results they are prohibited from entering the workplace and must follow CDC guidelines, they are required to speak with their manager/supervisor if they are waiting for COVID-19 test results.

Janitronics employees are reminded to continually wash their hands and stay home if they feel sick. If an employee suspects that they may have been exposed to or are infected with the COVID-19 virus, the employee should call their supervisor/manager/the main office so that the CDC's then current guidelines are followed. Any such employee is only permitted to return to work after complying with the then current CDC guidelines and given specific authorization to return to work by Human Resources.

This policy is an addition to our training schedule for all employees designed specifically for COVID-19.



3M Quat Disinfectant Cleaner:

<https://multimedia.3m.com/mws/media/1303762O/quat-disinfectant-cleaner-5-tds-pdf.pdf>



Guidance from the Center for Disease Control (CDC):

[CDC: Coronavirus 2019 \(COVID-19\)](#)

[CDC: People at Risk for Serious Illness from COVID-19](#)

[CDC: How COVID-19 Spreads](#)

[CDC: Steps to Prevent Illness](#)

[CDC: Interim Guidance for Businesses and Employees](#)

[CDC - Disinfect Building w Sick Person](#)

[CDC Cleaning Disinfect Community Facilities](#)

[CDC Clean Disinfect Households](#)

[CDC Homes and Residential Households](#)

[CDC Higher Education Colleges Universities](#)

[CDC Households w Pets or Animals](#)

[CDC Healthcare Prevention and Control](#)



Guidance from the United States Protection Agency (EPA):

“List N” Approved Chemicals:

[EPA List N: Disinfectants for Use Against SARS-COV-2](#)

“List K” Approved Chemicals:

[EPA List K - EPA C Dif List](#)



Guidance from Occupation Safety and Health Administration (OSHA):

[OSHA - COVID-19 Guidance for Worker Protection](#)

[OSHA: Regs that May be Applicable](#)

OSHA standards and directives and other related information that may apply to worker exposure to novel coronavirus, COVID-19.

[OSHA: Control and Prevention](#)

OSHA Respiratory Protection Program (1910.134):

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>



Guidance from the World Health Organization (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



Mass.gov

Guidance from the Commonwealth of Massachusetts (mass.gov)

<https://www.mass.gov/info-details/covid-19-updates-and-information>



Center for Biocide Chemistries ACC /Novel-Coronavirus-Fighting-Products

The American Chemistry Council's (ACC) Center for Biocide Chemistries (CBC) has compiled a list of products that have been pre-approved by the US EPA for use against emerging enveloped viral pathogens and can be used during the 2019 novel coronavirus (COVID-19) outbreak. This product list is not exhaustive but can be used by business owners, health professionals, and the public to identify products suitable for use during the COVID-19.

<https://www.cisa.gov/sites/default/files/publications/Version 3.0 CISA Guidance on Essential Critical Infrastructure Workers 1.pdf>



Team Contacts



David Connolly

Chief Operating Officer

617-212-1565

David@janitronics.com



Vince Wong

Chief Financial Officer

781-547-5502

Vince@janitronics.com



Danny Nova

*Vice President of
Operations*

781-547-5518

Danny@janitronics.com



Alan Shaw

*Director of Labor
Relations*

781-547-5526

Alan@janitronics.com



Erica Mann

Training Manager

781-547-5523

Emann@janitronics.com