

# EXECUTIVE PROPERTY SERVICES

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## **ENHANCED ROUTINE FOR CORONAVIRUS CLEANING GUIDELINES**

**Executive Property Services  
1300 411 982**

These guidelines are designed to help reduce the risk of spread of the novel coronavirus (COVID-19) from contact with contaminated surfaces.

We, at Executive Property Services (EPS), recommend sites adopt enhanced cleaning processes, as it is recognized that our regular cleaning scopes may not be thorough enough to adequately reduce the risk of coronavirus transmission.

- Site Management are expected to discuss these guidelines with their company employees (as applicable) and ensure that they are immediately implemented
- It is also recommended that Site Management periodically observe the actual cleaning process to ensure proper implementation
- Of primary concern for cleaning and disinfection, Site Management need to be aware of the occupancies and surfaces where frequent human contact might provide a reservoir for COVID-19. While each facility and operation will be different, the following areas should receive focused attention:
  - **Areas of human congregation** (including, but not limited to, offices, conference rooms, canteens/cafeterias, locker rooms and reception areas)
  - **Hygiene facilities** (including, but not limited to, lavatories/toilets, shower rooms, hand- washing stations)
  - **Dispensaries** (including, but not limited to, medical and first aid stations, emergency shower and eyewash stations)

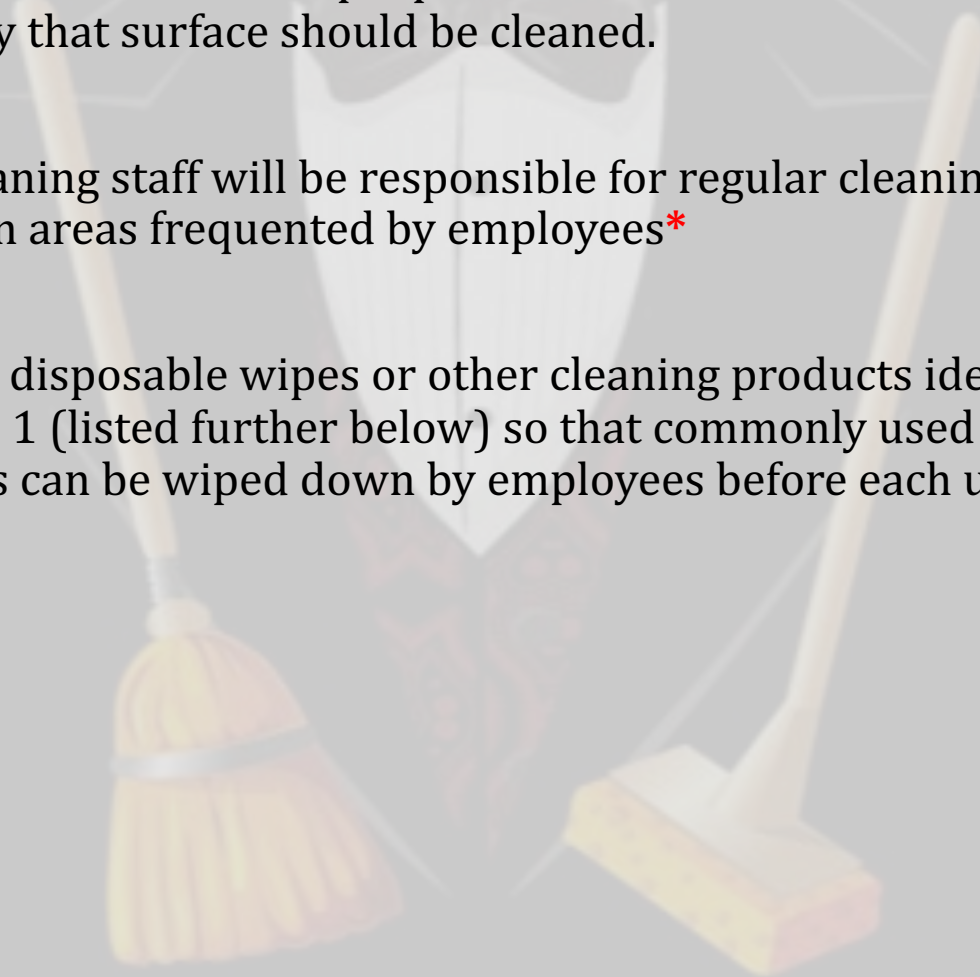
## **Frequently touched surfaces for coronavirus cleaning:**

- Desktops and all work surfaces
- Doorknobs and door handles
- Light switches and dimmer switches
- Computer monitors, keyboards, mice
- Tablets and laptops
- Telephone equipment
- All chair rests and arms
- Canteen tables and chairs, crockery, trays and cutlery
- Sinks, taps and kitchen areas
- Toilets, including all surfaces
- Water fountains and drinks dispensers and vending machines
- Lifts and their doors and buttons

# Coronavirus cleaning frequency

The areas outlined above should be cleaned at least daily and, if possible, between shifts. Sites should use a commercial disinfecting wipe, detergent and water, or commercial anti-microbial products (see Disinfection section below for a list of likely effective cleaning solutions or refer to the Department of Health and Human Services (DHHS) guidance for recommendations on disinfectants that can be used). The general guideline is that the more people who contact surfaces, the more frequently that surface should be cleaned.

- EPS cleaning staff will be responsible for regular cleaning of common areas frequented by employees\*
- Provide disposable wipes or other cleaning products identified in Table 1 (listed further below) so that commonly used surfaces can be wiped down by employees before each use.



# Coronavirus cleaning of non-office areas including production areas, including shipping, receiving and labs

Many facilities have specific cleaning requirements for production areas, shipping and receiving areas, laboratories, and other non-office areas as dictated by quality systems, Good Manufacturing Practices (GMP), or other requirements. These procedures should be maintained. In many cases, these procedures will include disinfection that will reduce the risk posed by viruses such as COVID-19 or other pathogens.

That said, existing procedures may not include disinfection, or may not include disinfection in all areas. In these cases, to the extent that these enhanced cleaning guidelines can be implemented without compromising quality or other production requirements, they should be considered.

Recognizing that cleaning services may not frequent our production areas, Site Management are encouraged to work with EPS and Company staff to implement enhanced cleaning procedures in production, shipping and receiving, laboratories, etc., particularly with respect to frequently touched surfaces.

## ***Personal protective equipment recommendations:***

- Safety glasses with side shields and gloves (non-latex)
- Dispose of gloves after cleaning and wash hand with soap and water for at least 20 seconds

## ***Disinfectants***

For general precautionary cleaning, detergent and water are adequate. Many general household products contain the appropriate concentrations of active ingredients (AIs) for disinfection of areas that are very likely to be contaminated with COVID-19 virus (i.e., bedroom of a person confirmed to have COVID-19).

The AIs and their effective concentrations listed in Table 1 of <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-covid-19> have been shown to be effective against known coronaviruses. In addition to the use of cleaning agents, other treatments effective against known coronaviruses include steam and heat treatment. As the COVID-19 virus is new, no study has been published on the virus. This assessment is thus based on published scientific studies on coronaviruses, a group to which the COVID-19 virus belongs.

# Guidelines for disinfection for known or suspected cases of COVID-19

These following guidelines are designed for the disinfection of areas that have been frequented by an individual with a known or suspected case of COVID-19. These guidelines are separate from the enhanced routine cleaning guidelines outlined above and will not be used by sites unless they have a known or suspected case of COVID-19.

**Site Management must immediately contact EPS once your site experiences a suspected or confirmed case of COVID-19.**

Site Management who feel the best option is to have their own Company staff perform the disinfection must contact local environmental, health and safety resources and Corporate Risk Management for further guidance.

All sites should be prepared to follow the guidance contained in the DHHS' "Environmental cleaning and disinfecting principles - Version 1" memo (10 March 2020) and the World Health Organization's (WHO) "Getting your workplace ready for COVID-19" memo (27 February 2020) until further notice. We will continue to monitor for new guidelines with respect to COVID-19 and update this guidance as necessary.

The survival time for COVID-19 is not known for certain, so it is best to assume that the virus can survive on surfaces of different materials for at least 2 to 3 days, and possibly longer. Where there is reason to suspect that surfaces may have been contaminated with COVID-19, the surfaces should be sanitized. If the potentially contaminated surface is covered with a textile, it may be necessary to launder the material at the warmest temperatures recommended for the material with a laundry detergent and bleach.

Disinfectants should be prepared and applied in accordance with the manufacturer's recommendations. Ensure that appropriate contact time is given before rinsing or removing the disinfectant. Please refer to the DHHS guidance for recommendations on disinfectants that can be used.

Disinfection of production, shipping and receiving, laboratories and other non-office locations should be done in consultation with QA/QC staff, operations and others as appropriate to ensure selected disinfectants and proposed methods are acceptable from a quality and production perspective.

# Disinfectants for coronavirus cleaning

Many general household products contain the appropriate concentrations of active ingredients for disinfection of areas that are likely to be contaminated with COVID-19.

The active ingredients and their effective concentrations listed in Table 2 of <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-covid-19> have been shown to be effective against known coronaviruses. In addition to the use of cleaning agents, other treatments effective against known coronaviruses include steam and heat treatment.

## Important points to note when using disinfectants:

- Check the labels and use according to instructions, and be aware of the potential hazard of each product
- Avoid contact with eye and skin when handling cleaning products
- Comply with all warnings and precautions for use
- Do not mix different cleaning products
- Use in a well-ventilated area
- For disinfection of highly contaminated surfaces or material, avoid the use of spray, and allow appropriate contact time needed for disinfection prior to rinsing or removing the product from the treated surface (refer to product instruction).

# Specific work instructions with respect to disinfection (in addition to the WHO and DHHS guidance)

- Cleaning staff should wear disposable gloves, disposable long-sleeved gowns, eye goggles or a face shield, and an N95 disposable respirator or equivalent during the cleaning
- Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn
- Disinfection can be limited to specific locations within the facility where the infected person spent time or was likely to have contacted surfaces (i.e., not just passing through such as an entrance vestibule)
- The active ingredients and their effective concentrations listed below have been shown to be effective against known coronaviruses. In addition to the use of cleaning agents, other treatments effective against known coronavirus include steam and heat treatment. All disinfectants should be used according to the manufacturer's instructions.
- Soak cloths, mops, etc. with disinfectant or bleach solution and avoid spray applications which may create splashes and further spread the virus
- Wipe tabletops, desks, benches or other horizontal surfaces with human contact with disinfectant or the prepared bleach solution at the beginning and again at the end of the cleaning
- Where possible, seal off areas where the confirmed case has visited until all cleaning and disinfection of the contaminated surfaces has been completed
- Remove curtains, fabrics, quilts, pillows and cushions for washing, preferably using the hot water cycle. Alternatively, you may choose to simply dispose of these items.
- For hot-water laundry cycles, wash with detergent or disinfectant in water at 70°C for at least 25 minutes. If low-temperature (i.e., less than 70°C) laundry cycles are used, choose a chemical that is suitable for low-temperature washing when used at the proper concentration.
- Arrange for EPS to properly disinfect any carpets that have been used by any person who has been confirmed to have COVID-19
- Floors and hard surfaces should be cleaned using a disinfectant selected from the list below or contained in the WHO and DHHS guidance
- Disinfect non-porous cleaning equipment by soaking in disinfectant or bleach solution. Disinfect equipment used in one room, before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment.
- Double-bag all materials for disposal (including rags, respirators, disposable gowns and gloves) and seal with a cable tie. Wear a new pair of gloves for handling the bag.
- Waste should be disposed of upon completion of the disinfection work in accordance with local or country regulations for the disposal of biohazardous waste.

# Terminal Cleaning and Decontamination Protocol after Notification of a Confirmed Case

This protocol is designed for cleaning and disinfection for environmental decontamination of areas where a confirmed case of COVID-19 has been identified, assuring a safe reoccupation.

Prior to proceeding with the cleaning and disinfection protocol we must ensure that:-

- Cleaners have completed the Department of Health and Human Services' (DHHS) COVID-19 online training and understand the DHHS' guidelines on Environmental Cleaning and Disinfection Principles for COVID-19
- The appropriate PPE (i.e., surgical mask, safety glasses, gloves and protective gowns or aprons), as well as sufficient equipment, materials, and chemicals required to carry out the disinfection/decontamination clean are ready and available for use
- Site and area of disinfection has been properly locked down and cleared before cleaners commence cleaning
- The disinfectant used is in accordance with DHHS guidelines with activity against viruses or a chlorine-based product such as sodium hypochlorite. For electronic surfaces, use of alcohol-based wipes or spray containing at least 70% alcohol is recommended. For hard surfaces, a 10% diluted bleach solution, an alcohol solution at least 70% alcohol, and or a TGA-listed hospital-grade disinfectant is recommended.
- The cleaners are fully aware to follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g. dilution concentration, application method, required ventilation).

After training and job preparation requirements have been met, the subsequent cleaning and disinfection protocol will be followed:

- **Clean and disinfect high-touch surfaces.** Focus on common areas, bathrooms, and mainly areas where the person with COVID-19 was for long periods of time. High-touch surfaces like, tables, chairs, doorknobs, light switches, handles, desks, toilets and sinks.
- **Follow proper fogging procedure,** using correct chemical dilution rates (if applicable) based on DHHS guidelines and ensuring all surfaces, equipment and floors are treated.
- **Allow treatment for up to 24 hours** depending on the type of disinfectant used and then wipe/wash off any residue/chemical.
- **Remove coveralls** and turn it inside out to contain any surface contamination. Remove face mask/respirators, goggles, gloves. Place into provided receptacles for proper disposal/treatment.
- **Clean hands immediately** after gloves are removed and thrown away.
- **Remove signages and security cordons** to signify entry is allowed.
- **Sign off** on areas cleared.



# EXECUTIVE PROPERTY SERVICES

## **\*REQUEST FOR ADDITIONAL DISINFECTION**

EPS is prepared to handle and implement proper disinfection procedures.

Ask us for a quote today to disinfect your site whether for daily COVID-19 prevention or for a total disinfection for known or suspected cases of COVID-19.

**CONTACT US at**

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**or**

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