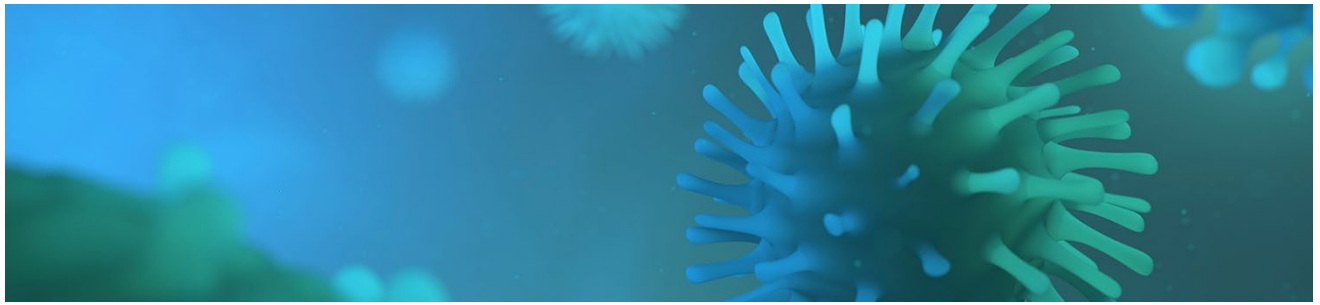




Coronavirus Guide

NJS Response – English

With the concerns of Coronavirus (COVID-19) spreading in the United States, many of our customers and staff will have questions or concerns regarding their work in a public location.



English Version

Coronavirus Packet



FOR MANAGER USE ONLY

The following guide is for **your use only** as a Facility Manager/Operations Manager/EVS Director. Please review this guide carefully and refer to it when questions arise. If you have questions beyond this guide, please feel free to reach out to your Facility Manager.

- ✓ **Coronavirus Guide: Facility Managers**

FRONTLINE EMPLOYEE USE

The following guides should be **printed and discussed with each shift** at your facility. Refer to these guides when your employees or customers have questions in reference to COVID-19.

- ✓ **Coronavirus Guide: Disinfecting High-Touch Areas**
- ✓ **Coronavirus Guide: Everyday Prevention Actions**
- ✓ **Coronavirus Guide: "I feel sick." – What to do Next**

The attached posters should be **printed and displayed** in an area at your facility that is highly **visible by your employees**, but out of view of the general public. The best area might be by your timeclock, in a breakroom, an employee-only bathroom, etc. These posters should be discussed in detail along with the above guides.

- ✓ **Handwashing Poster**
- ✓ **Stop the Spread of Germs Poster – from CDC**
- ✓ **Symptoms Poster – from CDC**



Coronavirus Guide

Facility Managers

With the concerns of Coronavirus (COVID-19) spreading in the United States, many of our customers and staff will have questions or concerns regarding their work in a public location.

ADDRESSING QUESTIONS AND CONCERNS

The following Here are some quick tips for answering questions or concerns that may arise:

1

Should I (or members of my team) wear a mask at work?

At this time, the CDC does NOT recommend the use of a mask in public locations, work or at home.

The only instance where a mask will be useful for someone not infected, is if they are standing within approximately six (6) feet of an infected person and inhale a droplet from their sneeze, cough, breath, etc. Even then, surgical masks are NOT effective at prevention.

The N95 mask is the proper mask to be utilized – however, the CDC recommends only wearing an N95 mask if you are coming in direct contact with an infected patient with a “droplet precaution” virus, such as Coronavirus, influenza (flu), or others.

It has been proven you are MORE likely to get sick wearing a surgical mask in everyday use, as you are far more likely to touch your face, retain moisture and then touch different areas on your face such as nostrils or eyes. You are far more likely to get sick by touching a surface that has become infected, and then touching your eyes, mouth, nostrils or an open wound.

So, WASH YOUR HANDS for at least 20 seconds with soap and clean running water!
Refer to our Handwashing Poster for additional information.

Avoid close contact with people who are sick. If someone near you sneezes, coughs, or shows other signs of being sick, distance yourself from them immediately.

2

What if I (or members of my team) begin to feel sick?

Those who are sick, should not report to work. They should do their best not to leave their home, as any trip outside could lead to the spread of germs or infection. Drink plenty of fluids, eat healthy when possible and get plenty of rest. Work is not the appropriate place to heal from sickness.

If symptoms are severe, or turn into flu-like symptoms, report to a doctor immediately.



3

What if I (or members of my team) have Coronavirus symptoms? (Fever, cough, shortness of breath, etc.)

If you have the symptoms of Coronavirus, please self-report! Report to a doctor for testing. But be sure to call ahead to the doctor, so they are aware of the situation and can prepare. They may take steps to not further infect anyone else in the public.

The federal government has just announced that Coronavirus tests will be covered by insurance, Medicare and Medicaid, so they do NOT cost the end user for the test.

Ensure you do NOT report to work. Make your facility managers aware and notify anyone you live with or have come into direct contact with. Ensure your living space is thoroughly disinfected consistently.

If you are sick and must be near others, wear a mask, so the fluids from your mouth and nose are trapped in the mask and do not get others sick. Also, WASH YOUR HANDS for at least 20 seconds with soap and clean running water! We cannot stress this enough! If you sneeze into your hands, wipe your mouth, blow your nose, etc. – WASH! WASH! WASH!

If one of your team members have Coronavirus symptoms, instruct them on the above, as well.

4

What if I (or someone I live with) has traveled to another country or area that is affected by Coronavirus?

Do not report to work for several days. The Center for Disease Control (CDC) recommends staying at home for several days after returning from travel to the specified infected areas until it is clear that you or your family members are not exhibiting flu-like symptoms.

Remember: the Coronavirus can remain dormant for several days before showing symptoms. Staying at home after traveling to infected areas is the safest approach. It is legal for your employer to ask if you, or anyone in your family or household, have recently travelled to these areas.

5

Can my employer require me to wash my hands or wear personal protective equipment (PPE)?

Yes. You should already be in the habit of washing your hands at the beginning of your shift, when you remove gloves, after sneezing, before eating, after using the restroom and after touching pets or animals.

If you have any further questions, please reach out to your Facility Manager.



Coronavirus Guide

Disinfecting High-Touch Surfaces

With the spread of Coronavirus (COVID-19) becoming a global concern, National Janitorial Solutions. is prepared and has an approach on disinfecting the commonly touched items at our facilities to aid in preventing cross contamination.

ABOUT THE CORONAVIRUS (COVID-19)

Coronavirus is a “droplet” virus. This means it can be spread through coughing or sneezing, leaving droplets in the air to be breathed – typically within six (6) feet of the sick person. However, it is most commonly spread through contact. This would occur when someone with Coronavirus coughs into their hand and then touches a surface with their hand. The virus would then spread to the surface and can last up to nine (9) days, which is a long time for a virus. When someone else touches the infectious surface and then wipes their mouth, touches their eyes, scratches their nose, or allows the virus into an open wound/orifice, this is when they become at risk of contracting the virus.

Because the virus can remain on surfaces for an extended period of time, it is important that we take extra time to consistently keep high-touch areas disinfected in order to aid in preventing the spread of the virus.

HIGH-TOUCH AREAS

- ✓ Entrance handles and door frames
- ✓ Door knobs and handles
- ✓ Handrails
- ✓ Shopping carts
- ✓ Lockers, merchandise pick-up lockers/areas, Amazon pick-up lockers/areas, Smart Carte vending machines, etc.
- ✓ Children’s play area
- ✓ Sitting benches and side tables
- ✓ Soft seating areas
- ✓ Toilets, especially the handles and toilet seats on both the tops and bottoms
- ✓ Handicap stall rails
- ✓ Toilet stall doors and locking mechanisms
- ✓ Toilet paper dispensers
- ✓ Urinals, especially the handles
- ✓ Escalators and elevator buttons
- ✓ Paper towel dispensers
- ✓ Refrigerator and microwave doors and handles
- ✓ Sinks and sink handles Water fountains
- ✓ Food court chairs and tables
- ✓ Food trays (we recommend machine washing at high temperatures)

GENERAL SCOPE: (DISINFECT AND SANITIZE)

NJS SPECIAL SERVICE: DEEP CLEAN & DISINFECTION

Required Supplies

- ✓ Hospital grade disinfectant with a kill-time of 60 seconds or less
- ✓ Personal Protective Equipment (PPE)
- ✓ Mop and Mop Buckets / Vacuums (HEPA Filters)
- ✓ Hard surface disinfecting wipes with a kill-time of 60 seconds or less
- ✓ Spray bottles as needed
- ✓ Paper towels
- ✓ Auto Scrubber
- ✓ Several Heavy-Duty Trash Bags



EPA- N List

EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19

Date: 03/03/2020

An individual pesticide product may be marketed and sold under a variety of names. If you are seeking additional information about a pesticide product, refer to the EPA Registration Number (EPA Reg. No.), found on the product label, not the brand name. When purchasing a product for use against a specific pathogen, check the EPA Reg. No. versus the products included on this list.

All EPA-registered pesticides must have an EPA Registration Number. Alternative brand names have the same EPA Reg. No. as the primary product. The EPA Reg. No. of a primary product consists of two set of numbers separated by a hyphen, for example EPA Reg. No. 12345-12. The first set of numbers refers to the company identification number, and the second set of numbers following the hyphen represents the product number.

In addition to primary products, distributors may also sell products with identical formulations and identical efficacy as the primary products. Although distributor products frequently use different brand names, you can identify them by their three-part EPA Reg. No. The first two parts of the EPA Reg. No. match the primary product, plus a third set of numbers that represents the Distributor ID number. For example, EPA Reg. No. 12345-12-2567 is a distributor product with an identical formulation and efficacy to the primary product with the EPA Reg. No. 12345- 12.

Information about listed products is current as indicated by the dates on the most current N- list. If you would like to review the product label information for any of these products, please visit our product label system. Inclusion on this list does not constitute an endorsement by EPA

EPA-N List: <https://www.epa.gov/pesticide-registration/list-n-advanced-search-page-disinfectants-coronavirus-covid-19>

STANDARDS

Remove all materials utilized from the site for disposal; do not use interior trash cans. Do not use the site's cleaning tool, mops or cloths for this service.

PROCEDURE

Put on the proper Personal Protective Equipment (PPE).

Working from the perimeter of each area inward, clean and disinfect all surfaces. Pay special attention to "High Touch Points"



Common Area

Vacuum all Carpet flooring
Dust/Mop and Scrub all Hard flooring with disinfectant cleaner
Wipe and Disinfect door handles, light switches, keypads, phones, handsets, keyboards and mice
Disinfect and Sanitize all hard surfaces including chairs, tables, Desks and uncluttered counter tops
Clean and sanitize door handles and push plates
Dust tops of base boards/ ledges on common floor
Vacuum vents (diffusers & returns), Lights, and Fans Up to 12'
Remove Trash and sanitize receptacles (Breakroom, Kitchen, Cash Wraps)
Clean entry way glass in vestibule

Rest Rooms

Dust/Mop and Scrub all Hard flooring with disinfectant cleaner
Wipe and Clean door handles, light switches
Restrooms mopped and all fixtures cleaned (Sanitize Sink, toilet, urinals, and Baby Changing Stations)
Fill all soap, paper towel, and toilet paper dispensers (supplied by Client)
Vacuum vents (diffusers & returns), Lights, and Fans Up to 12'
Remove Trash and sanitize receptacles

Back Office / Breakroom / Waiting Rooms

Disinfect all touch points and hard surfaces including chairs/tables/counters/Refrigerator/Microwave (Outside)
Vacuum all carpets
Dust/Mop and Scrub all Hard flooring with disinfectant cleaner
Clean and disinfect Water Fountains and Sinks
Remove Trash and sanitize receptacles

SPECIFIC SCOPE - DISINFECT AND SANITIZE (IF APPLICABLE)

- ✓ *Clean all mirrors with Windex*
- ✓ *Wipe down and Disinfect cash wraps*
- ✓ *Interior front windows up to 12'*
- ✓ *Exterior windows up to 12'*
- ✓ *Dust Fit Rooms / Clean Mirrors*
- ✓ *Wipe and clean Vending Machines*
- ✓ *Wipe and clean Elevators and Escalators (Rails, Glass, Stainless, Control Panels)*

Clean Up

Remove all contaminated materials and wipes
Ensure Building is secure and/or Check out with Facility Manager

**Floor Care

Carpet Extractions, VCT Strip and Wax, or Scrub and Recoat are additional services and priced separately.



Pricing TBD

Scope A (As defined above – High Touch Points, Uncluttered horizontal surfaces include cabinets and Floors-Scrub/Vacuum).

Assumptions:

- ✓ Proper Chemical Availability (Major Suppliers are Backordered)
- ✓ NJS will provide Accept/Decline within 6 Hours on Emergencies
- ✓ 24 Hour on site (Best Effort)
- ✓ Rates apply to Continental US States Only



Coronavirus Guide

Everyday Prevention Actions



Currently, there is not a vaccine to prevent Coronavirus disease 2019 (COVID-19). The best way to prevent getting sick is to avoid being exposed to the virus. COVID-19 is a respiratory illness that can spread from person to person.

EVERYDAY PREVENTION ACTIONS

The Centers for Disease Control and Prevention (CDC) recommends using everyday preventative actions to help prevent the spread of respiratory diseases. These preventative actions include:

1

Avoid others who are sick:

Avoid close contact with people who are sick. If someone near you sneezes, coughs or shows other signs of being sick, distance yourself from them.

2

Avoid touching your eyes, nose and mouth:

As you go through public facilities, touching door handles, rails and other high-touch items, your hands will get germs on them. Do NOT touch your eyes, nose, or mouth until you have washed or sanitized your hands. These areas will allow the virus to quickly infect your body, so work hard to avoid them.

3

Stay home when you are sick:

Do NOT go to work or out in public, if you think you might be sick. It is always best to call out if you are feeling ill and seek medical attention, if needed. Contact your supervisor and let them know that you will be missing work. This will help prevent the possible spread of the virus to coworkers or visitors to the facility.

4

Cover your cough or sneeze with a tissue:

Cover your cough or sneeze with a tissue, then throw the tissue in the trash. It is best to carry a pack of tissues on you, even at home, and sneeze or cough into the tissue. This helps to prevent the spread of disease to others.



5

Disinfect high-touch areas:

Take the time to regularly disinfect high-touch areas in your home and workplace such as door handles, light switches, cabinet handles, shopping carts, sinks, soap dispensers, toilets, phones, keyboards, mouse, remote controls, food preparation areas, tables and chairs.

For further information on the proper disinfecting techniques, reference our “Coronavirus Guide: Disinfecting High-Touch Areas.”

6

Follow the CDC’s recommendations for using a facemask:

For those who are well, the CDC does NOT currently recommend that they wear a facemask to protect themselves from respiratory diseases, including COVID-19.

Facemasks SHOULD be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility). Surgical masks are not effective at preventing the spread of droplets of the Coronavirus. If coming into direct contact with an infected person, such as an in a healthcare setting, the N-95 mask is recommended. A surgical mask does not have the proper protection to prevent inhaling the droplets and will not keep you safe.

For our locations and in line with the CDC, we do NOT recommend wearing any masks within the workplace, unless specified for direct patient interaction at our Healthcare facilities.

7

Wash hands correctly:

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

For further information on the proper handwashing techniques, reference our “Handwashing Poster.”

8

Use hand sanitizer as a backup:

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. A sanitizer with lower alcohol content may not be effective at properly disinfecting or killing the virus. Always wash hands with soap and water if hands are visibly dirty.

**FOR MORE INFORMATION, PLEASE VISIT THE CDC WEBSITE LINKED BELOW:
[HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/INDEX.HTML](https://www.cdc.gov/coronavirus/2019-ncov/index.html)**



Coronavirus Guide

I Feel Sick

What to do Next?



SYMPTOMS

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed Coronavirus (COVID-19) cases. Symptoms include fever, cough and shortness of breath. Symptoms may appear 2-14 days* after exposure.

*This is based on what has been seen previously as the incubation period of MERS-CoV viruses.

NEXT STEPS

If you are sick with Coronavirus (COVID-19) or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

1

Stay home except to get medical care:

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Reach out to your supervisor immediately, if you think you are sick.

2

Separate yourself from other people and animals in your home:

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick.

3

Call ahead before visiting your doctor:

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.



4

Wear a facemask:

You should ONLY wear a facemask IF YOU ARE SICK and have to be around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

5

Cover your coughs and sneezes:

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Soap and water should be used preferentially if hands are visibly dirty.

6

Avoid sharing personal household items:

You should NOT share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

7

Clean your hands often:

Wash your hands often with soap and clean running water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid touching your eyes, nose, and mouth with unwashed hands.

For further information on the proper handwashing techniques, reference our "Handwashing Poster."

8

Clean all "high-touch" surfaces every day:

High-touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, bedside tables, etc. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.



9

Monitor your symptoms:

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

10

Discontinuing home isolation:

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

**FOR MORE INFORMATION, PLEASE VISIT THE CDC WEBSITE LINKED BELOW:
[HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/INDEX.HTML](https://www.cdc.gov/coronavirus/2019-ncov/index.html)**

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



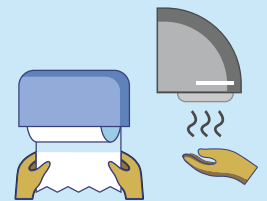
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A

Stop the Spread of Germs

Accessible version <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

Help prevent the spread of respiratory diseases like COVID-19.



6 ft

Stay at least 6 feet (about 2 arm lengths) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a mask over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)