

Technical Solutions

Cleaning and Disinfection of Workplace Areas

As the study of COVID-19 continues, more information has been issued by the Centers for Disease Control (CDC) regarding the cleaning and disinfection of working surfaces, mail and packaging, and designated eating areas. Please follow the specific guidance listed here.



Frequently Touched Workplace Surfaces

- Despite routine cleaning activity, employees using company facilities are reminded to exercise good hygiene by not touching shared surfaces and shared items as well as their own faces.
 - Custodial staff at the majority of Technical Solutions facilities have been assigned to clean and disinfect the common areas, which includes all surfaces and touchpoints, using EPA-approved cleaning products and disinfectants.
- Routinely clean and disinfect all frequently touched workplace surfaces, such as workstations, keyboards, remote controls, desks, telephones, handrails and doorknobs before each use.
 - Clean dirty surfaces using disposable wipes, a detergent, or soap and water prior to disinfection.
 - To disinfect, use products that meet the [EPA's criteria for use against SARS-Cov-2](#), the cause of COVID-19.
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Discourage co-workers from using other workers' phones, desks, offices, or other work tools and equipment when possible. If sharing is necessary, clean and disinfect before and after use.

Mail and Packaging

Recent studies are finding that COVID-19 may continue to exist on cardboard and paper surfaces for 24-48 hours when sneezed or coughed on. Since mail and packaging are such an important part of our work lives and our business, here are some precautions to help minimize the potential for transmission.

Receiving urgent production-related, UPS or FedEx packaging and mail:

- Handlers should use gloves as personal protective equipment (PPE) to handle/deliver packages.
- Packages can be further disinfected with Lysol or a similar product, including disinfectant wipes.
- Contents of overnight mail should be disinfected prior to handling, or hands washed immediately afterwards.
- Contents in transit for greater than 72 hours do not need to be disinfected prior to handling.

Standard mail:

Most mail and packages can be held for a couple of days before sorting and delivering.

- Handlers should use gloves as PPE to handle and sort newly arrived mail and packages before staging in a segregated area for a couple of days.
- For priority mail that must be opened within 48 hours of arrival, disinfect with Lysol or a similar product, including disinfectant wipes, before opening.

Common Areas

Shared kitchen surfaces and appliances (tables, countertops, coffee makers, refrigerators, microwaves, etc.), if not rigorously sanitized, can contribute to the spread of the virus. Some Technical Solutions facilities may limit access to kitchenettes or vending areas based on local preferences and risk tolerances. If using common areas and kitchenettes, please protect yourselves and those around you by following these actions:

- Each employee using kitchenettes and other common areas should perform the following actions:
 - Wash hands prior to entering common areas and kitchenettes. If hand sanitizer is available, apply a generous amount and rub gel over the surface of hands, especially on fingertips until dry. This should take about 20 seconds. If hand sanitizer is not available, make sure you wash hands thoroughly with soap and water for a minimum of 20 seconds.
 - Use EPA-approved cleaning products to clean all foreign debris on any touch point before disinfection can proceed.
 - Use EPA-approved disinfectant to sanitize all touchpoints before use (handles, buttons, knobs, switches, etc.) If possible, use disposable paper towels as barriers to prevent contact with shared objects such as door handles.
 - All food items shall be packaged and wiped down/sanitized prior to placing in refrigerators. Unpackaged items (apples, bananas, other fruits or food products) should not be stored in the refrigerator.
 - If possible, bring perishable meals in a personal cooler so you don't need to use a shared refrigerator.
 - If possible, bring a cold, ready-to-eat lunch to so the use of a shared microwave is not necessary.
 - If possible, "pack in, pack out" by providing your own supplies and then replacing all meal-related items to your personal cooler and managing them at home rather than using shared sinks, etc.
 - If available in your common area, use disinfectant sprays and/or wipes liberally. Dispose of wipes in the trash can.

- Keep your food and drinks to yourself and maintain a clean eating area to prevent the spread of virus.
 - Do not share food and drinks with others.
 - Spread out during breaks to maintain social distance.
 - Dispose of uneaten items/packaging or food debris in the trash can.
 - Use EPA-approved cleaning products to clean your eating area once you are finished.

REMEMBER:

Please exercise social distancing in our shared break areas and kitchenettes and do not congregate or hold conversations in these areas until further notice. Some kitchenettes or break areas may be made inaccessible out of an abundance of caution or concerns at a given location.

It is everyone's responsibility to help minimize the potential for COVID-19 exposure to our co-workers and their families. Proper sanitation, hygiene and social distancing guidelines are important factors to help in our collective success.

Contact your local EH&S official with questions.