CONTROLLED
CONTAMINATION SERVICES

Return to Work

2020 Post COVID-19 Guidelines

Preparing for Re-Entry

It's no secret that the COVID-19 pandemic will change workplaces, even after the outbreak has been contained.

In this "next normal," the safety, security and wellness of our people, buildings and spaces will continue to be our focus.

2020 POST COVID-19 GUIDELINES

OUR GOALS

- Promote the health and wellness of our employees and visitors
- Communicate expectations around new behaviors that will increase safety, security, productivity and wellness.
- Ensure our buildings are safe,resilient, and ready.
- Create and monitor effective guidelines and adjustments to our space.

PREVENTING THE SPREAD

Wash your hands with an alcohol-based sanitizer or with soap and water

Keep a distance of at least 6 feet between yourself and anyone who coughs or sneezes

Try your best not to touch your eyes, your nose and your mouth

Be mindful when switching office lights on and off during the day and wipe down before and after touch.

Store miscellaneous desktop items in drawers instead of your desktop.

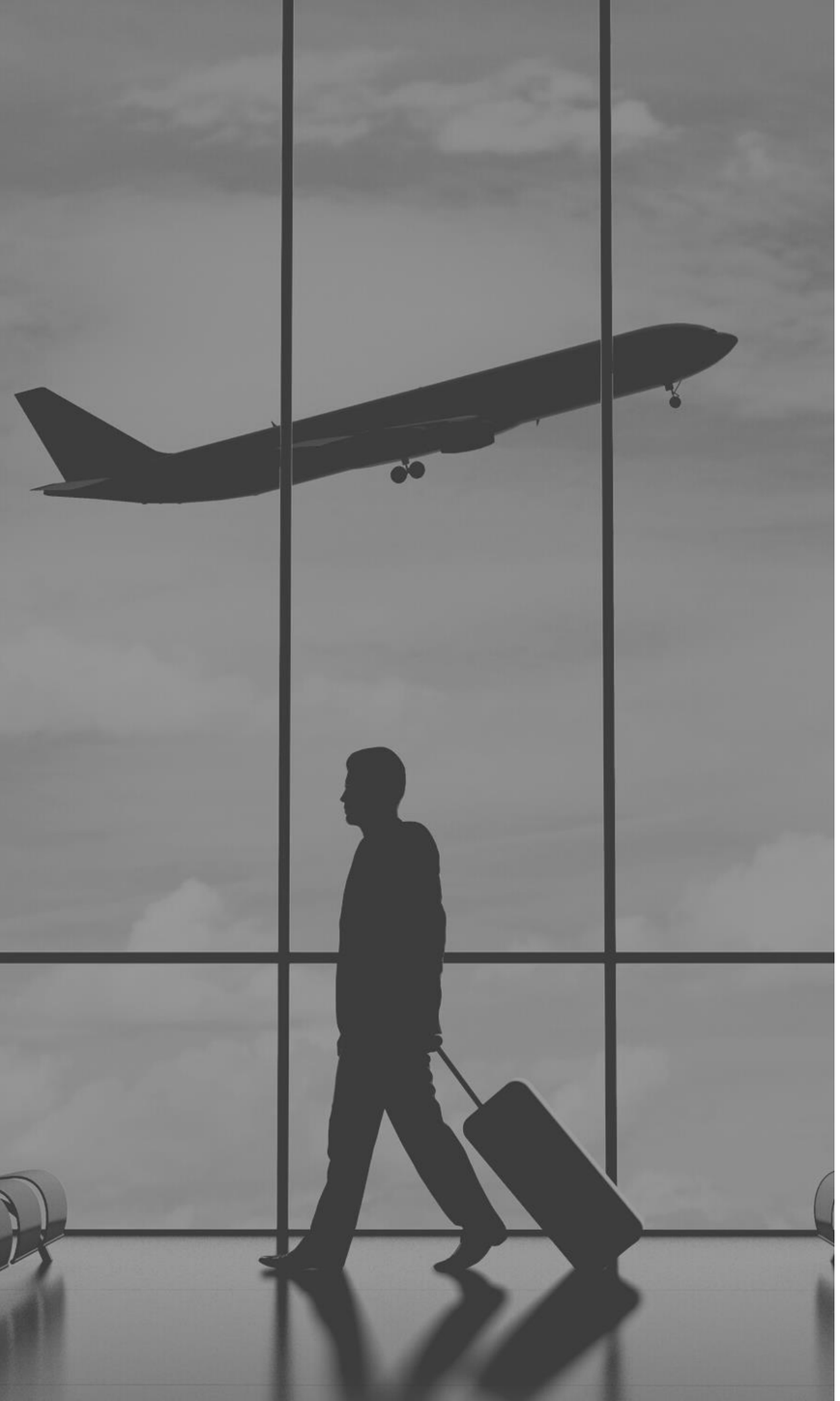
Cover your mouth and your nose with your bent elbow or a tissue when coughing

Seek medical attention if you have difficulty breathing and a high fever

Follow the directions of your national or local health authorities

Refrain from hand-shaking

Clean keyboards, laptops and phones frequently



Travel

At CCS, the safety of our team members, our customers, and the public is always of primary importance in everything that we do. In light of the developing situation regarding COVID-19, we remain vigilant in monitoring the most up-to-date safety, infection control and cleaning protocols recommended by global experts, including the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and Occupational Safety and Health Administration (OSHA) officials amongst others.

We are engaged with our safety and operations teams globally to ensure the appropriate information is shared and that the needs of team members and customers are met.

As many cities around the US open their restrictions with shelter in place laws and many of our partners allow visitors to their facilities, air travel is necessary at times in order to complete essential job functions. These functions may include such things as in person training, inspections, audits, job walks with partners, targeting or developing partner relationships, quotes, and many other job tasks. Typically, only employees in roles that have job functions requiring in person facility or client visits should travel by air. Especially when traveling by another mode of transportation won't allow you to complete the job task in a reasonable time period or may make the task cost prohibitive or unreasonable. Air travel that is not necessary for revenue generation, quality assurance, or facility operations must be approved by an Executive Leader prior to booking. Any employees working in positions that require air travel should resume traveling at this time as needed or requested, or contact human resources with any travel concerns.

OFFICE GUIDELINES

EACH OFFICE MUST DESIGNATE A TRANSMISSION PREVENTION LEADER TO ASSIST IN COMMUNICATING AND ENFORCING GUIDELINES BELOW WITH EMPLOYEES AND VISITORS

- Ensure cleaning products are stocked and distributed to employees
- Ensure appropriate PPE and training is provided to those cleaning or re-opening the building
- Determine heavily-used areas that need thorough cleaning and schedule cleaning accordingly
- Minimize outside vendor access by requesting deliveries to be dropped outside facility door
- Clean door handles frequently throughout the day
- Remove or keep open non-essential doors
- Observe employees to determine whether they are exhibiting any uncharacteristic signs of illness. If they do exhibit uncharacteristic signs, they must be sent home and can not return to the office until the symptoms have subsided or they can provide a “return without restriction” note form a doctor.

OFFICE GUIDELINES

- Social distance when in public areas of the office.
- Arrange seating layouts so there's at least 6 feet between office employees.
- Create staggered work hours, when possible, to allow for fewer people in the office at once.
- Space chairs in break areas of conference areas 6 feet apart.
- Consider conducting phone/email/virtual meetings instead of in-person meetings even when in the office.
- Wipe down/sanitize shared workspaces and conferencing areas before and after use.
- Hold group meetings in spaces where employees can spread 6 feet apart.
- Post signs reminding employees and visitors to wash hands.
- Remind employees to clean personal work areas frequently.
- Provide no-touch, wall-mounted hand sanitizer dispenser

EMPLOYEE RESPONSIBILITIES

- Clean hands often by washing hands with soap and water for 20 seconds.
- Follow normal preventive actions while at work and home, including avoiding touching eyes, nose or mouth with unwashed hands.
- Clean hands after blowing one’s nose, coughing, sneezing, using the restroom, and after touching doors or light switches.
- Employees entering a workspace agree that they do not have any symptoms of illness, have not had close contact with anyone ill, and have not tested positive for COVID-19 in the last 14 days. Employees that can’t agree to these statements can not enter a workspace.
- Employees are responsible for ensuring their work area is clean and sanitary.

CLEANING YOUR WORKSPACE

POWER OFF

Before cleaning computer accessories and screens, power down your device and unplug the keyboard and mouse.

OFFICE SUPPLIES

Use disinfecting wipes to clean items such as your stapler, tape dispenser, scissors, and most-used pens, making sure to wipe down all sides.

LAPTOPS

For laptops, swipe the disinfectant wipe across the touchpad, taking care not to get excess moisture into the openings.

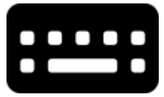
DESK ACCESSORIES

Consider washing other desktop accessories like pen holders with soap and water.

DRINKWARE

If you use a coffee cup or reusable water bottle at work, wash it daily with liquid dish soap and hot water or take it home each night after work to run it through the dishwasher.

KEYBOARDS



Clean the keyboard with a disinfectant wipe, paying extra attention to often-used keys such as the space bar and Enter key

CLEANING YOUR PHONES

- Always unplug your mobile phone or tablet before attempting to clean it.
- Don’t spray devices directly and avoid getting drips of moisture in any openings.
- Prep with a dry, soft cloth to remove debris and fingerprints. Never use paper fiber materials like a tissue or a paper towel, as they’re more abrasive and can leave scratches.
- Different mobile phones can handle different cleaners, so consult the manufacturer’s website.
- Disinfecting wipes work well for cleaning your desk phone.
- Unplug desk phone and wipe down all surfaces, including the ear and mouthpieces, cords, and buttons.
- Clean your office phone daily

ADDITIONAL RESOURCES

- https://www.cleanroomcleaning.com/benefits/ password:benefits
- https://www.cdc.gov/coronavirus/2019-nCoV/index.html
- https://www.osha.gov/SLTC/covid-19/

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