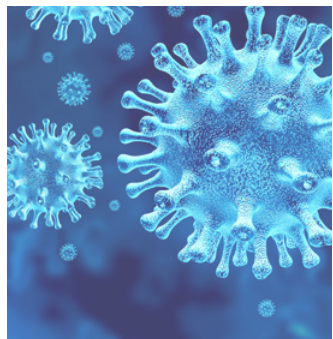


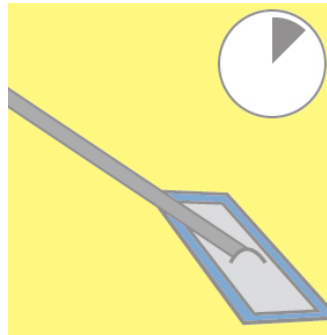
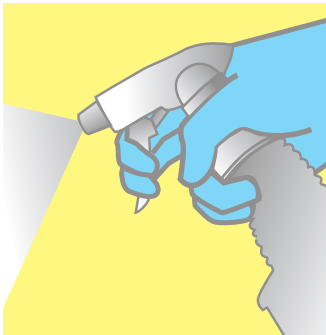


W.E. GREER LTD.

“OUR REPUTATION IS SPOTLESS”



COVID-19 PANDEMIC PROTOCOL



Helping Western Canadians stay clean for nearly 100 years.

Established in 1923

PREVENTIVE MEASURES

How can you control infections?

Infections can be prevented or controlled by reducing the opportunities for infection transmission. This can be achieved by adopting basic infection control practices.

Basic infection control practice

The following provides guidelines to reducing transmission of infection:

Personal Hygiene

- Frequent handwashing with soap and water for at least 20 seconds or use alcohol-based hand sanitizer (greater than 60% alcohol content) when soap and water is not available.
- Glove use alone is not a substitute to hand hygiene. Hands must be cleaned after removing gloves.
- Coughing into your sleeve or arm.
- Avoid touching your face.

Additional key times to clean hands include:

Effective hand hygiene is the greatest single measure that you can take to prevent the spread of pathogens.

- After blowing one's nose, coughing or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance.

Personal Protective Equipment (PPE)

PPE should protect personnel from potential exposure to bacteria and viruses, as well as the cleaning/disinfecting products.

Ensure that everyone who uses PPE is trained on how to put in on and take it off (especially if contaminated) and understands when to replace it. (when soiled, wet, etc.)

Note: Cleaning staff must wash their hands with soap and water for 20 seconds immediately after removing PPE.

The COVID-19 pandemic will forever change how facilities are cleaned and disinfected. Cleaning has been at the forefront of the world's response to coronavirus, but in commercial and larger facilities this requires special thought and attention. The following considerations will help you address this challenge:

1 Reoccupation plan

Create a cleaning protocol for getting the building ready for re-occupation. Consider:

- What are the key touchpoints in your building?
- What are typical pedestrian traffic flows? How might these flows be affected if certain entrances are closed and/or if direct-to-transit entrances see a decline as a result of fewer people taking public transit?
- Where should the focus be applied? (e.g. common areas)
- How can you create trust with occupants that the space has been cleaned effectively?

2 Go Forward Plan

Develop a plan that identifies what the “new normal” cleaning protocol looks like. Consider:

- What is the frequency and scope you need with respect to cleaning?
- What planning must happen?
- What risks and hazards might be present?

3 Communication

Educate your occupants to facilitate trust and comfort in returning to work:

- Consider providing consistent messaging across your organization with respect to cleaning protocols and efforts, adjusted for each building's unique profile.

Sanitizing: Cleaning vs Disinfecting

According to Health Canada, it is not yet known how long the virus causing COVID-19 lives on surfaces; however, early evidence suggests it can live on objects and surfaces from a few hours to days. Although the virus can survive on different surfaces for varying lengths of time, it can be destroyed by most cleaners and disinfectants.

Sanitizing is any process that reduces the number of germs on a surface to an accepted safe level by either removing them (cleaning) or killing them (disinfecting).

Cleaning followed by disinfection is a best practice to prevent the spread of COVID-19. It is important to make the distinction between cleaning and disinfecting:

CLEANING

- Refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Cleaning products can be purchased on its own or combined with a disinfectant in one solution such as the products listed below.

DISINFECTION

- Refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Commercial Disinfectants have an eight-digit Drug Identification Number (DIN). W.E. Greer has the Airx line of disinfectant and an environmentally friendly disinfectant (listed below).

These products can be used to do the “**wipe-twice**” procedure (a 2-step process) to clean and then disinfect surfaces (i.e. wipe surfaces thoroughly to clean visibly soiled material then wipe again with a clean cloth to disinfect).



AIRX 15

Disinfectant Cleaner /
Odor Counteractant
DIN: 00638919
1.9L / 4L / 20L



AIRX 44

Disinfectant Cleaner, Ger-
micide, Virucide, Fungi-
cide, odor counteractant
DIN: 00638927
1.9L / 4L / 20L



AIRX 44+

Germicidal Detergent &
Deodorant. (Neutral Quat
HIV approved Fungicid-
al-Virucidal)
DIN: 01975633
1.9L / 4L / 20L



EV Sunrise

Disinfectant Cleaner
(Ecologo Certified)
DIN: 02372517
1.9L / 4L / 20L



AIRX 109

Disinfectant Cleaner / Super
Concentrate Germicide Viru-
cide
DIN: 00868736
4L

Cleaning and Disinfection of hard surfaces

Use approved products with the correct dosing for disinfection of hard surfaces.

SPRAY AND WIPE DISINFECTION



Dedicate and label separate spray bottles and trigger sprayers for disinfectant cleaners.

If bottles and sprayers are not new, clean and rinse thoroughly. Label should include product names and cautions.



Remove loosened soil with a clean cloth or paper towel.

Rinse or change wiping cloths and paper towel frequently.



Dilute only enough product for a day's use, otherwise use a ready-to-use product proven not to degrade with age.

W.E. Greer Ltd concentrated disinfectants have a shelf-life of three years.



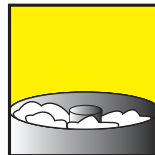
If surface is heavily soiled, consider first application as a cleaning step, then apply a second application to disinfect.

Continue to rinse or change cloths or sponges as they become dirty.



Adjust trigger sprayer between a mist and a jet to deliver a wet spray over a wide area, or spray onto a clean cloth.

Do not atomize spray so finely that it floats in the air.



Wiping cloths used in areas of potential cross infection should be laundered or properly disposed of.

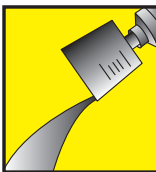
Where cloths are not to be laundered or discarded, rinse well in fresh disinfectant solution, wring and hang to dry.



Spray to wet surface completely and liberally enough to remain damp for several minutes.

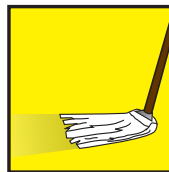
Check for specific directions on the disinfectant you are using for proper contact time. Usually 5 to 10 minutes.

MOP AND BUCKET DISINFECTION CLEANING



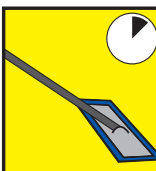
Measure both product and water for accurate dilution.

Use too little and you may not kill the organisms. Use too much and you will be wasting valuable product.



If surface is heavily soiled consider first application as a cleaning step, then apply a second application to disinfect.

Rinse mop thoroughly between applications. After the cleaning step, mix a fresh solution to disinfect.



Apply solution liberally to cover surface and keep damp for full contact time. Use flat microfibre mops for best coverage.

Check for specific directions on the disinfectant you are using for proper dwell time. Usually between 5 and 10 minutes.



Change solution in bucket as it becomes dirty.

W.E. Greer Ltd's INDO Pro-Portion system makes frequent changes fast and easy.

USING MICROFIBRE CLEANING CLOTHS

When cleaning, it is important not to recontaminate the area with a dirty cloth. A new cloth surface should be used on each new area. You can accomplish this by folding your cloth into quarters (see right), providing you with eight separate sides to clean with. Just turn and refold as necessary to reveal a clean “side.” When the eight sides are used, change to a fresh cloth.

For surfaces with a higher soil or bacteria load (e.g. toilets), microfibre should not be used. Rather, use paper wiper towels and dispose after each surface has been cleaned.

Cloths should also be colour coordinated to the area they are meant to be used in so as to prevent cross-contamination.

We recommend:



BLUE
Glass and Chrome



GREEN
General Surfaces



YELLOW
Washroom Surfaces



RED
Disinfection

Different surfaces to clean & disinfect

Cleaning and disinfection will reduce the risk of an outbreak. Clean all areas frequently as to your standard operating procedure. During times of an outbreak, assess your facility and surfaces to increase frequency to every one to four hours.

1. Maintain excellent hand hygiene
2. Use a disinfectant for targeted disinfection of frequently touched surfaces

Housekeeping surfaces can be divided into two groups - those with minimal hand-contact (e.g., floors and window sills) and those with frequent hand-contact (“high touch surfaces” or “High risk areas”).

Horizontal surfaces with infrequent hand contact (e.g., window sills and hard-surface flooring) in routine areas require cleaning on a regular basis, when soiling or spills occur.

High risk areas need to be cleaned on a regular basis to create protection against pathogen spread. Certain conditions allow pathogens to spread easier from one individual to another. These include areas where traffic is high, bodily spills are frequent or where there is general low level of hygiene.

KEY TOUCHPOINTS

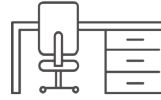
1 Offices/Conference Areas:



Door Handles



Switches



Desks / table surfaces / drawer and cabinet handles.



Telephones / Computers / printers.

2 Washrooms:



Bathroom handles, taps



Toilet seats and flush handles, splash walls



Dispensers



Door Handles



Switches

3 Kitchen/Cafeteria:



Door Handles



Switches



Table tops



Fridge handle



Bathroom handles, toilet flush, taps



Chairs



Drinking fountains, water coolers and buttons.



Microwave handle and buttons

4

Classrooms:



Door Handles



Switches



Computers/Electronics



Desks/tables



Chairs

5

Athletic Facilities:



Door Handles



Switches



Toilet seats and flush handles,
splash walls



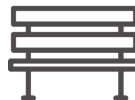
Athletic Equipment



Sinks, shower handles



Dispensers



Hard Surfaces benches/
chairs



Locker Exterior

Ensuring that your facilities are clean, sanitized, and disinfected before reopening your doors to your employees and the general public will go a long way towards a healthy return to normal following this difficult period.

Toll Free

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- ❖ WHMIS 2015
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