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RETURNING SAFELY BACK TO WORK 101
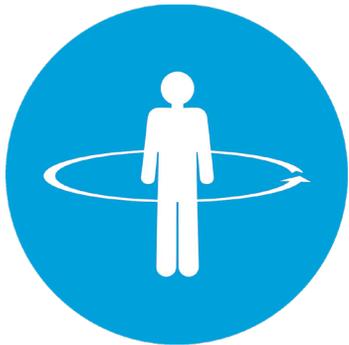
Overview

- Social Distancing
- Health and Hygiene
- Employee Temperature Sensing
- Stay Home When Sick
- Office Cleaning and Disinfecting
- Required Employee PPE
- Staggered Shift Schedules
- Client / Visitor Hygiene Support
- FAQ / Industry Fact Sheets

Returning to the office does not mean business as usual. These policies are designed to reduce the possibility of Covid-19 transmission in the workplace. These temporary conditions are subject to change as the Covid-19 situation resolves.

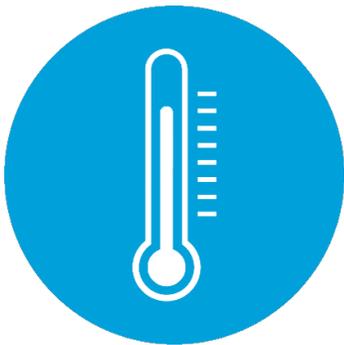**SANICO USA**

Sanico Safe Workplace Plan

Fundamentals

Social Distancing
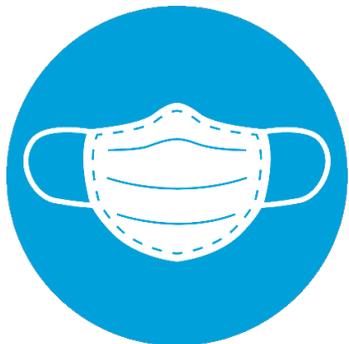
Health & Hygiene

Temperature Screening

Stay Home

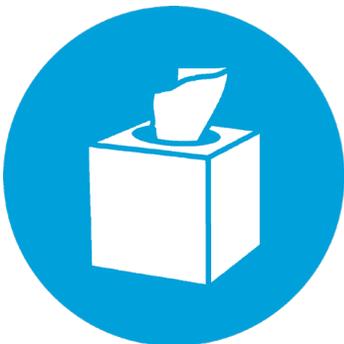**Workplace Disinfection**

Protection Equipment

Shift Planning

Client / Visitor Support

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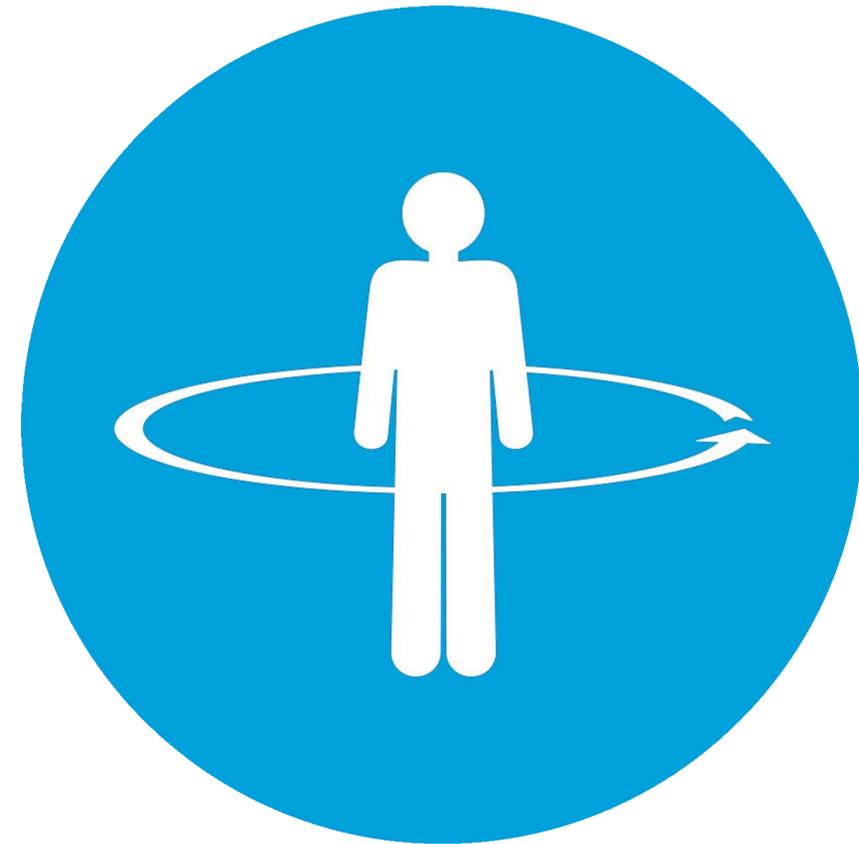
Social Distancing

What is social distancing?
Two people with masks on 6 feet apart
Please keep a 6ft space between yourself and other people in the workplace.

To practice social or physical distancing:
*   Stay at least 6 feet (2 meters) from other people
*   Do not gather in groups of more than 3
*   Stay out of crowded places and avoid mass gatherings

Since **people can spread the virus before they know they are sick**, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for people who are at higher risk of getting very sick.

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Wash Your Hands

Clean your hands often
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

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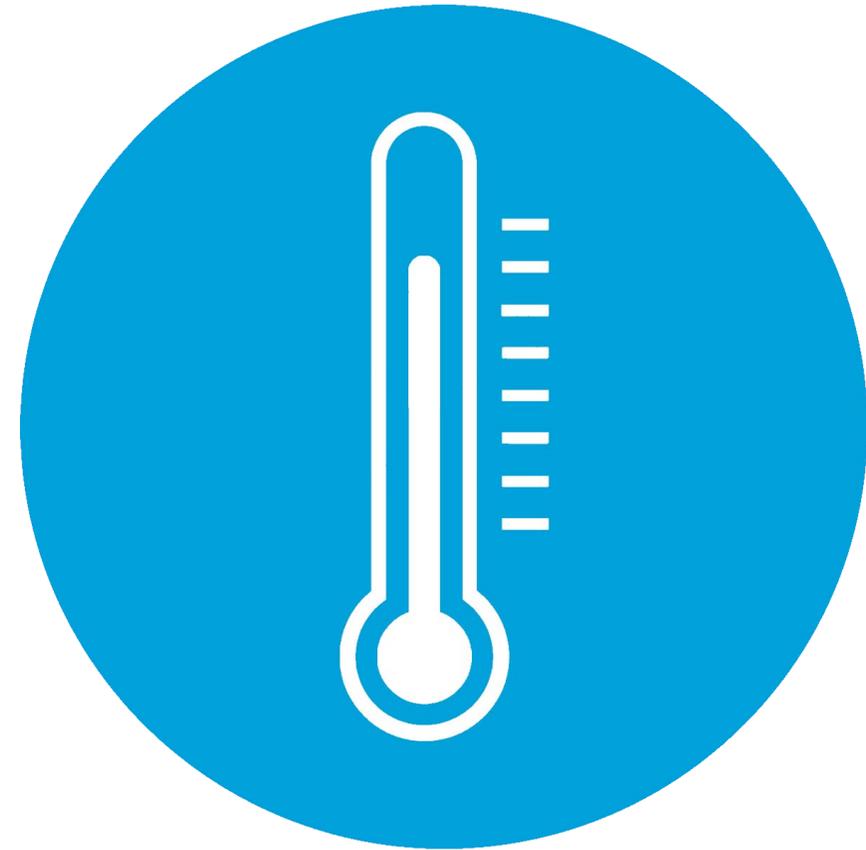
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Temperature Screening

Perform pre-entry screening and temperature checks for all new entrants. Screening should take place outside the workplace, in order to identify and immediately place individuals with symptoms under medical isolation. Staff performing temperature checks should wear recommended PPE (see PPE section below).

If an individual has symptoms of COVID-19 (fever, cough, shortness of breath):
- **Require** the individual to wear a face mask.
- **Ensure** that staff who have direct contact with the symptomatic individual wear recommended PPE.
- **Place** the individual under medical isolation (ideally in a room near the screening location) and refer to healthcare staff for further evaluation.

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If You Are Sick Stay Home

Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

- **If you are sick Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation**, ride-sharing, or taxis.

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Cleaning and Disinfecting Practices

Cleaning and Disinfecting Practices

Several times per day, clean and disinfect surfaces and objects that are frequently touched, especially in common areas. Such surfaces may include objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, sink handles, countertops, toilets, toilet handles, recreation equipment, kiosks, and telephones).

Staff should clean shared equipment several times per day and on a conclusion of use basis with EPA-registered disinfectants effective against the virus that causes COVID-19 as appropriate for the surface, following label instructions. This may require lifting restrictions on undiluted disinfectants.

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Where A Face Mask

PPE Employee Requirements:

• **Employees are required to wear a face mask** or face covering as part of every team members PPE until further notice
• **Face coverings must be in place before entering the workplace.** No excuses: "My mask is in my car" or "My mask is at my desk" is not an acceptable excuse
• CDC recommends wearing cloth face coverings in public settings where other social distancing measures remain difficult
• **Wearing of a face mask is for the protection of OTHERS** more so for themselves. Wearing of masks will be strictly enforced
• Dedicated PPE waste receptacles should be placed in multiple areas with plastic liner.
• N95 masks will probably continue to be in short supply in the foreseen future.

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Shift Planning and Coordination

Identify a workplace coordinator who will be responsible for staggered shift schedules and flexible leave policies.

Use flexible worksites when possible, (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others.

Examine policies for leave, telework, and employee compensation.
Leave policies should be flexible and non-punitive, and allow employees to stay home if they are ill or have sick family members,
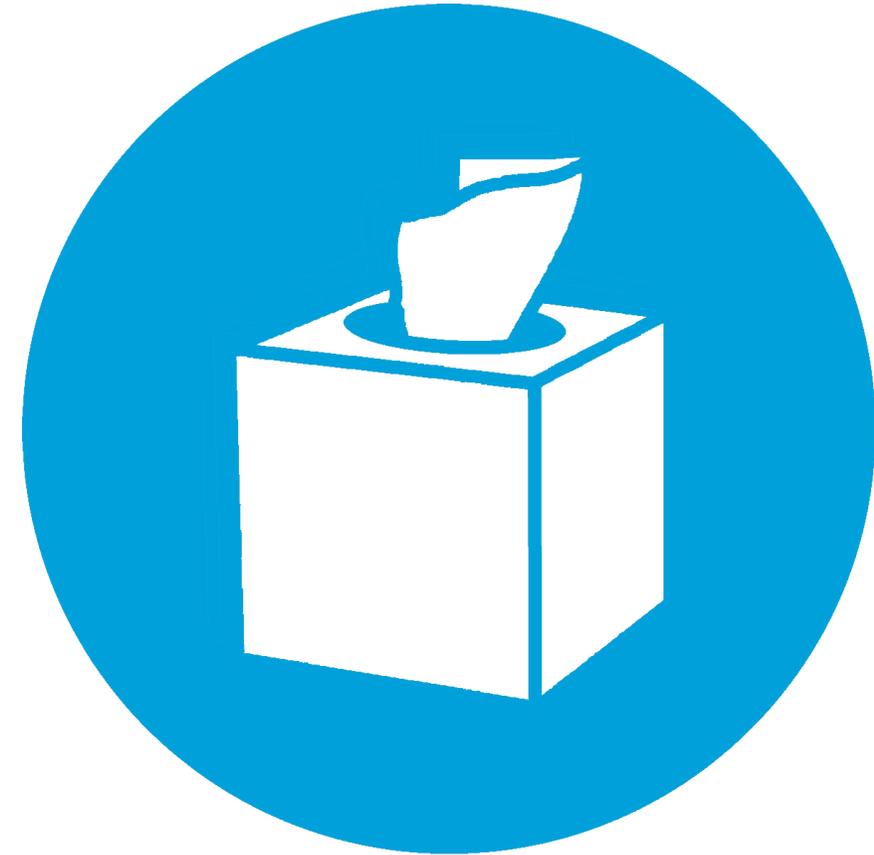
Identify essential employees and business functions, and other critical inputs Explore ways you can continue business operations if there are disruptions.

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Accommodate Client / Visitor Hygiene

Support etiquette and hygiene for employees, customers, and visitors:

- Provide tissues, wipes and no-touch disposal receptacles.

- Provide soap and water in the workplace. If soap and water are no readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.

- Place hand sanitizers in multiple locations to encourage hand hygiene.

- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas.

- Discourage handshaking – encourage the use of other noncontact methods.

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FAQ and Industry Fact Sheets

Frequently Asked Questions:
- General Business

Fact Sheets by Industry:
- Airline Catering Kitchen Workers
- Airline Catering Truck Drivers
- Airline Customer Service and Gate Agents
- Airport Custodial Staff
- Airport Baggage and Cargo Handlers
- Airport Passenger Assistance Workers

- Airport Retail and Food Services Workers
- Aircraft Maintenance Workers
- Bus Transit Operators
- Grocery and Food Retail Workers
- Rail Transit Operators
- Transit Maintenance Workers
- Transit Station Workers
- Mail & Parcel Delivery Drivers
- Rideshare, Taxi, and other Drivers-for-Hire
- Food & Grocery Pick-up & Delivery Drivers

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**We are a service company. Cleaning is what we do, and we do it best!
Sanico USA provides services and frequencies to meet your needs.**

SANICO USA Services:

- Electrostatic disinfectant service: Manual - Automated
- Scheduled Cleaning: Daily – Periodical – Special
- Corporate office and building cleaning services
- Laundry and floor mat cleaning service
- Solar panel and window cleaning service
- Commercial lighting maintenance and service
- Pest control services

Ask Us About:

- Body temperature sensing devices for store / office entry
- Automated Atomized Fogging Machines
- PPE equipment and sanitizing supplies
- Wall and floor decals for hygiene & social distancing
- Stand up hand sanitizers for store / office entry
- Complete back to work packaged solutions
- Duplicating this guide with your company branding

Click Here to learn more

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