

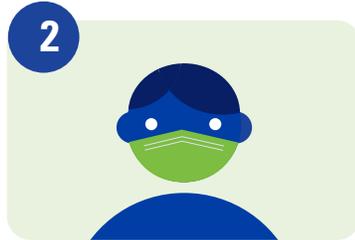
Preparing to Reopen for Business

As you work towards reopening your business, there are a number of things to consider so that your employees and customers feel more at ease with their environment. Consider these operational guiding principles to help you navigate reopening:



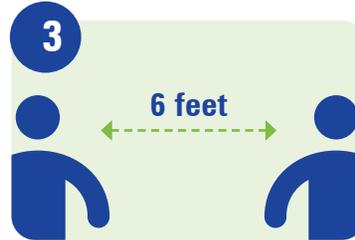
Prepare Your Facility

- Ensure the interior and exterior of the facility has been cleaned and disinfected: Door handles, handrails, floor mats, windows, etc.
- Check for mold and moisture
- Check heating and air conditioning filters. Let the HVAC system circulate air
- Check water systems (toilets, sinks, drains, disposals, drinking fountains, water coolers)
- Check carpet and upholstery cleanliness
- Remove community food and beverages and consider supplying only single-serving items
- Check for vandalism or theft
- Check food and chemical expiration dates
- Clean and disinfect breakrooms (microwaves, coffee pots, appliances, tables, buttons, handles, trash cans, etc.)
- Establish back-to-work plan with vendors
- Check your fire and security alarm system batteries
- Check your fire exit lights, extinguishers and smoke detectors
- Ensure all inspections, repairs and employee communications are complete before reopening



Prepare Your Employees

- Confirm employee health and readiness to return to work
- Mitigate any anxiety of returning to work through new guidelines and practices; be flexible with each individual
- Send work schedules early and consider staggered shifts
- Educate employees on social distancing, handwashing, and other safety policies
- Develop a detailed plan on what to expect when coming back to work
- Create reminders of social distancing and proper hygiene practices around the facility



Create Social Distancing Guidelines

- Ensure conference rooms contain proper amount of seating with at least 6 feet in between each other
- Convert small rooms to single occupant use only
- Add panels or partitions between desks and open concept areas
- Establish foot-traffic direction in main circulation paths
- Consider more virtual meetings



Increase Cleaning and Disinfecting

- Clean and disinfect frequently touched surfaces on a daily basis including: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks
- Review current commercial cleaning policy and service and prepare for increasing frequency
- Consider low or non-touch switches, doors, drawers, trash cans, appliances, etc.
- Remove community tools such as whiteboard markers, remote controls/pointers, pens, keyboards, etc.
- Maintain enhanced cleaning and disinfecting practices
- Place hand sanitizer and/or disinfectant wipes throughout common areas
- Sanitize all workspace areas such as offices, conference rooms, breakroom, restrooms and lobbies
- Clean with products from approved lists from governing authorities
- Pour 2 cups of water down each sink and floor drain to refill all sink and drain traps. It prevents unnecessary odors and direct access to sewer systems



Remember these ways to stay healthy as outlined by the CDC:

- Wash your hands often
- Avoid close contact with people who are sick
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces daily

Don't forget to wash your hands often!



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