



***Facility Maintenance • Emergency Restoration • Janitorial***

### Cleantec Policy: How to react to a confirmed COVID-19 test result

Cleantec is following “Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019”. These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight.

As such we offer our customers a cleaning and disinfecting solution for any areas where the persons with a “suspected or confirmed” COVID-19 has visited.

Below is Cleantec’s protocol for cleaning and disinfecting after a suspected or confirmed COVID-19 case has occurred with our customer.

Step 1. Cleantec’s Account Manager and Vice President of Operations will contact the customer and determine the following

- a. Is this a suspected case, or has the Health Department contacted your company directly?
- b. When was the last time that the employee was inside the facility?
- c. List all the places that the employee may have been within the facility
- d. Timeline for a deep clean and disinfectant to be completed.

Step 2. Alert the COVID-19 Deep Cleaning/Disinfecting Team. Determine number of team members needed, and approximate man-hours to complete the task

Step 3. Go over plan for areas to be sanitized. Relay any special instructions from the customer.

Step 4. Determine the appropriate amount of PPE needed. Retrieve from Cleantec HQ

- a. Full Body Gowns
- b. Disposable shoe coverings
- c. N95 Mask (if employee was present within the last 24 hours)
- d. Gloves
- e. Goggles
- f. TB Cite Quat – EPA approved chemical for COVID-19, 2-minute dwell time on surfaces required
- g. Flex Wipes Disinfectant Wipes – EPA approved for COVID -19, 10-minute dwell time on surface required

Step 5. Travel to the customer's site using Cleantec Vehicles

Step 6. Outside of the customer's site – Put on all PPE, team leader to check all personnel before entering

Step 7. Team will start at the farthest place from the entrance and will work towards the entrance

Step 8. All horizontal surfaces will be sprayed with TB Cite-Quat or wiped with Flex Wipes

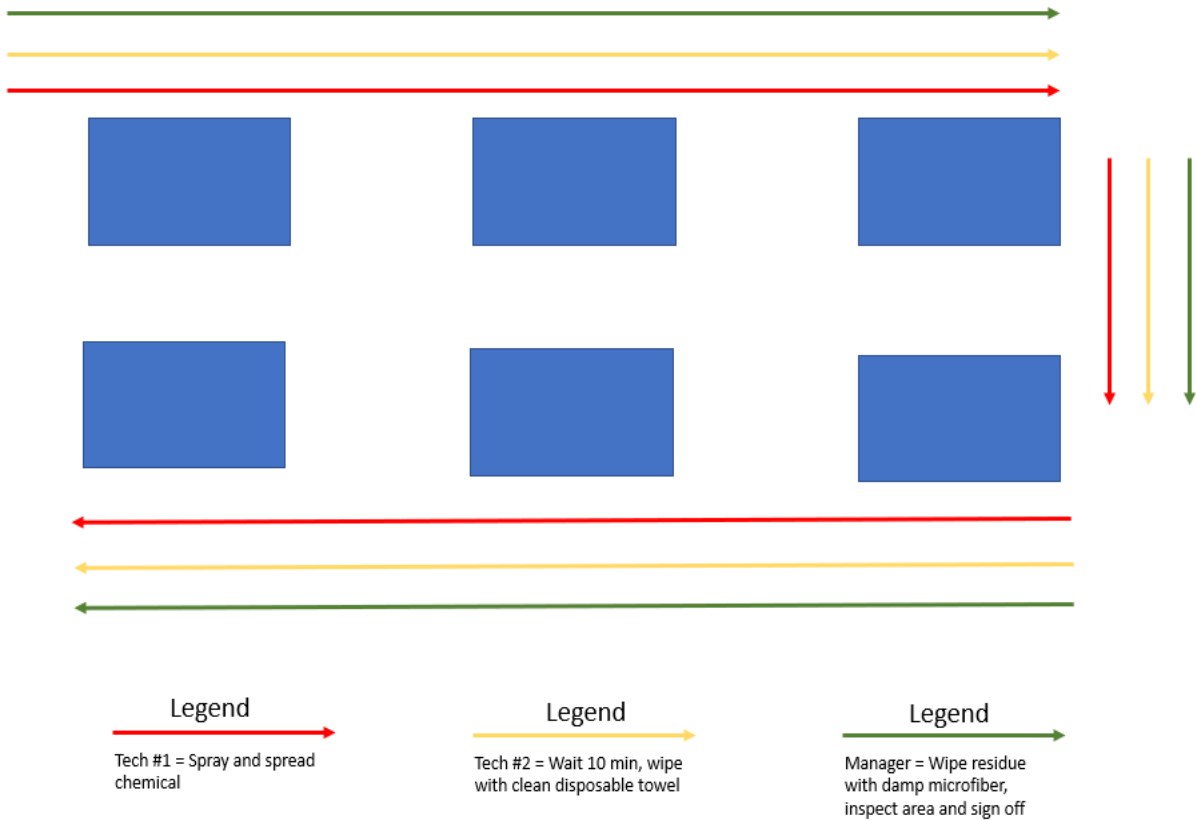
- a. Chemical requires 2-minute dwell time, so the team will spray an area and let it sit for 2 minutes
- b. After 2 minutes the area will be wiped clean with a disposable paper towel, and that will be immediately thrown into a garbage bag
- c. Disinfectant wipes require 10-minute dwell time, so the team will wipe an area and let it sit for 10 minutes
- d. After 10 minutes the area will be wiped clean with a disposable paper towel, and that will be immediately thrown into a garbage bag
- e. After an entire area has been wiped clean, another team member may use a damp microfiber to wipe any white residue left by the TB Cite-Quat or disinfectant wipe. The microfiber will be turned in for cleaning along with the reusable PPE Gowns.

Step 9. The following method is recommended for a team of three. 2 techs with a manager.

Tech #1 – Goes through each area and sprays chemical, and/or uses a sanitizing wipe.

Tech#2 – After 10 min dwell time, goes through same area as tech #1 and wipes the area with a disposable towel. Takes the towel and throws into the trash

Manager – Uses a damp microfiber and wipes all residue from the areas. Does an inspection and makes sure all areas, touchpoints were completed. Signs off that the area is complete



Step 10. After all horizontal surfaces have been disinfected and wiped clean the team will tie off all trash bags. The sealed trash bags will be brought back to Cleantec HQ and disposed directly into the dumpsters.

Step 11. While still at the customer site, but outside of the facility. Each team member will wear their full PPE outside, and carefully (as not to hit any skin) be sprayed with TB-Cite Quat. After 2 min, each member will take off their gown and put into a sealed bag. The team members will take all PPE off outside the facility and put into empty trash bags. These sealed bags will be returned to Cleantec HQ, where the gowns will be washed, and the disposable PPE will be discarded in tied/sealed trash bags.

Step 12. Once back at Cleantec HQ, the Cleantec van will be disinfected once the team returns to the Cleantec HQ. All personnel will wash their hands and forearms with soap and water for 2 consecutive minutes.

Step 13. Cleantec's Account Manager will follow up with the customer and ensure that the deep clean and disinfecting was completed to their expectations.

Cleantec is continuing to monitor and adapt to any changes the CDC may recommend for handling confirmed cases of COVID-19. We offer this service as a way for each customer to return their workplace to a safe working environment and reassure their employees that they are taking the necessary precautions.