

Based on our understanding of AIV sources and transmission, the following task list has been designed to prevent the spread of avian influenza between humans should a pandemic occur. Our company will follow the recommendations of the CDC.

Please reference the enclosed appendices for detailed explanation of our cleaning procedures. These procedures have been adopted from our policies for cleaning health care facilities where we are responsible to help prevent the spread of disease.

Step	Task	Responsible	Date Completed
1	Notify employees, sub-contractors, and accounts that we service that cleaning will be stopped effective immediately until proper training can be given and the CDC is consulted	Operations Manager, Cleaning Crew, Clients	
2	Reference http://www.pandemicflu.gov/ to understand latest guidelines and modify procedures accordingly	General Manager	
3	Purchase Germicidal cleaner to be used on a damp micro-fiber rag to disinfect all surfaces that come in contact with the human body.	General Manager	
4	Purchase Microfiber rags, rubber gloves, disposable gloves, eye protection, face mask, Tyveck disposable suits, and rubber boots.	General Manager	
5	1) Wash hands with a antibiotic soap 2) Put on face mask, eye protection, disposable gloves, rubber gloves, boots, and disposable suit. 3) Properly dispose of all organic material 4) Wash hands with a antibiotic soap 5) Change gloves 6) Use A Germicidal cleaner with a damp micro-fiber rag to disinfect all surfaces that come in contact with the human body. This includes but is not limited to touch points, desks and associated items, door handle, restrooms, etc. 7) Dispose of rags, mask, suit, and gloves 8) Wash hands with a antibiotic soap This schedule will be repeated 6 days per week or in accordance with the CDC's recommendation	General Manager	
6	A mandatory training of all employees and sub-contractors. This purpose of this training would be to instruct and provide persons with the proper procedures, chemicals, and equipment	Operations Manager and Cleaning Crew	
7	Begin cleaning with the new chemicals, equipment, procedures and schedule	Cleaning Crew	

APPENDIX A – STANDARD PRECAUTIONS

Engineering Controls:

- N/A

Work Place Controls:

- Wash and scrub hands and nails thoroughly with warm soapy water immediately after removing gloves
- Change gloves after:
 - Toilets, restrooms, patients rooms, handling waste, contacting another person or self, handling food, leaving a cleaning area, mixing chemicals, being torn, touching bloodborne pathogens
- If exposed, wash the eyes, nose, and ears should be flushed with water
- Prohibit
 - Applying makeup or lip balm
 - Smoking or eating
 - Storing food
 - Handling contact lenses
 - Uncovered open wounds
- Store bloodborne pathogen waste materials in leak-proof, labeled containers
- Broken glass must never be picked up by hand
- Do not touch sharps. Report findings to a supervisor
- Infectious Waste Spills
 - Contact a supervisor

Personal Protective Equipment:

- Gloves are required in every situation
- Disposable gloves are to be treated as regulated waste and disposed of immediately after use
- Gloves must be discarded whenever they become torn
- Remove rings before wearing gloves
- Decontaminate utility gloves if you will reuse them

APPENDIX B – CLEANING WAITING ROOMS

- Floors
 - Cleaned and disinfected daily
 - Furniture should be moved to allow access beneath and around each item
 - Edges and corners should receive special attention daily
- Carpets
 - Vacuum daily
 - Spot clean as necessary
 - Deep clean with hot water extraction each month (TAG WORK)
- Toys
 - All toys cleaned daily with soap and water (TAG WORK)
 - Toys that come in contact with a mouth should be disinfected daily with 10 minutes of dwell time, rinsed and dried (TAG WORK)
- Furniture
 - All furniture is cleaned daily
 - Disinfect arm rests, coffee tables, and end tables daily
 - Vacuum daily
 - Spot clean as necessary
 - Steam clean quarterly (TAG WORK)
- Walls
 - Check daily for spots, spills and marks
 - Spot clean as necessary with a disinfectant and cloth
 - Clean entirely every quarter from top to bottom using a disinfectant (TAG WORK)
 - Areas close to the ceiling and floor should be inspected daily and cleaned with a dust wand once per week
- Buttons, Lamps, Switches, Phones, Water Fountains, Bells, Pens, Door Knobs, Countertops, and Door Plates
 - Clean daily with hospital grade disinfectant
- Windows and Window Treatments
 - Spot cleaned daily
 - Wet-clean weekly with a environmentally friendly glass cleaner (TAG WORK)
 - Blinds, draperies, and other treatments dusted daily with a treated cloth
 - Dust tops of windows and window treatments weekly
- Ceilings
 - Dust ceilings and ceiling fixtures including lights, sprinkler heads, and smoke alarms using an extended-height wand
 - Spot clean projectile spills daily with using a disinfectant
- Air Vents
 - Vacuum and dust vents daily
 - Report moisture and non functional vents to supervisor
- Trash
 - Empty trash first using disposable gloves
 - Discard gloves after completing task, wash hands, and apply new gloves
 - Never touch or compress trash
 - Tie bags while still in waste receptacle
 - Clean receptacles daily before replacing bags using a high-level disinfectant

APPENDIX C – CLEANING OFFICES

- Ashtrays and Waste Baskets
 - Always use gloves
 - Empty, wipe clean, and return ashtrays
 - Empty waste baskets and replace liners if they are torn or dirty
 - Use the top of a mop handle to compress any trash
 - Never touch trash with bare hands
- Horizontal Surfaces
 - Desks, tables, hard-surface furniture is wiped clean using a damp micro-fiber cloth treated with a neutral cleaner
 - Fine furniture, such as that made of mahogany, cherry, or walnut, should only be cleaned with a dry cloth
 - Return all furniture to the proper position
 - Clean telephones, light switches, and lamp switches with a glass cleaner
 - Clean computer screens with a damp cloth
 - Never touch any other part of the computer
 - Paper is not moved off of any desk
 - Never discard boxes unless labeled as trash
- Vacuuming and Mopping
 - Vacuum daily with care taken to reach all corners and wall moldings
 - Spot clean as necessary
 - Steam clean carpets twice per year (TAG WORK)
 - Spot clean hard floors before mopping
 - Dust mop and mop daily
- Walls and Ceilings
 - Spot clean as necessary
 - Dust ceiling weekly taking care around sprinkler heads and lights

APPENDIX D – CLEANING FLOORS AND CARPETS

- Floors
 - Thoroughly vacuum and spot clean walk-off mats daily
 - Dust mop floors in 100 foot segments daily
 - Use a brush to remove dirt from corners
 - Unload dust mop every 100 feet
 - Place a Wet Floor sign in the middle of the floor
 - Damp mop and floors, baseboards and corners using a neutral floor cleaner daily
 - Strip and Recoat resilient floors annually (TAG WORK)
 - Spray Buff resilient floors every month (TAG WORK)
 - Deep Scrub and Recoat resilient floors every month (TAG WORK)
 - Agitate nonresilient floors using rotary floor machine every three months (TAG WORK)
 - Impregnate nonresilient floors every six months (TAG WORK)
 - Seal grout in quarry and ceramic tile annually (TAG WORK)
- Carpets
 - Move furniture when cleaning carpets
 - Vacuum daily
 - Edges and corners should receive special attention daily
 - Spot clean as necessary using a color-fast, hospital-approved carpet spot remover and clean cloth
 - If spot is questionable, treat it as if it contains a bloodborne pathogen (Appendix A)
 - Remove solids with a putty knife and place in a red bag
 - Deep clean with hot water extraction each month (TAG WORK)

APPENDIX E – CLEANING RESTROOMS

The following items are used when cleaning a restroom in a medical complex

- Disposable gloves, face masks, waste basket liners, red bags, soap refills, paper refills, mop bucket, clean mop heads, dust pan, germicidal cleaner, non-acidic bowl cleaner, glass cleaner, stainless steel cleaner, fresh cloths, toilet bowl brush, deodorizer, high duster
- Use disposable gloves and a face mask
- Remove Trash
 - Trash should be treated as biohazard waste and therefore should be in red bags
 - Pick up any trash that may have fallen to the floor
 - Never push trash further into the waste basket
 - Remove the liner so it does not touch the cleaning specialist
 - Tie the bag shut and put into a cart designated for infectious waste
 - Remove gloves and place into the infectious waste container
 - Wash hands thoroughly and use new gloves
 - Wash waste baskets inside and out using a germicidal cleaner and dried with a paper towel
 - Place a new red liner into the basket
- Disinfect the Toilet Bowl
 - Lift the seat and flush the toilet
 - Pour bowl cleaner into water and scrub toilet
 - Take care to clean each water portal
 - Allow the cleaner to dwell for 10 minutes
 - Remove brush and treat with a germicidal solution
- Remove and Discard Gloves, Wash Hands, and Don New Gloves
- Dust and Clean Vents
- Perform High Dusting
 - Ceiling borders, hinges, door frames, lights, and tops of mirrors
- Clean the Sink and Counters
 - Spray cleaner into the sink
 - Rub the sink over the inside and top
 - Wipe the bowl and top clear of cleaner
 - Metal faucets wiped clean and polished
 - Pick up and clean beneath any items left on the counter
 - Clean counter and surface of cabinets
 - Cabinet doors cleaned inside and out
 - Sink piping is cleaned
- Clean the Shower or Tub
 - Spray with disinfectant and scrubbed from the top to the bottom
 - The soap dish, shower head, and tub fixture are cleaned at the same time
 - Wipe the hand rails with disinfectant
 - Scrub the floor
 - Wipe curtains and check for mildew
 - Wash and re-hung soiled curtains
- Clean Mirrors
 - Use a small amount of cleaner to minimize VOCs
 - Wipe with a paper towel
 - Inspect for smears
- Restock Paper and Supplies
 - Open the paper towel dispenser and remove any jams
 - Replace the paper
 - Close and test for operation

- Refill soap and test for operation
- Check the toilet paper
- Wipe the dispenser clean
- Leave an extra roll of toilet paper
- Clean Toilet Outer Surfaces
 - Spray top and underside of the toilet seat with disinfectant and wipe clean
 - Repeat for all surfaces behind and under the bowl
 - Polish toilet piping and handle
 - Flush the bowl cleaner
- Clean Splash Marks from Walls
 - Clean spot marks with damp cloth and germicidal cleaners
 - If spot is large, clean the entire wall
- Remove Soiled Towels and Replace with Clean Ones
 - As needed
- Clean Switch Plates, Door Knobs, and Towel Dispenser
 - Use a disinfectant and damp cloth
 - Check that surfaces are shiny and spotless
- Dust-mop Floor
 - Use a putty knife to remove sticky obstructions
 - Clean floor boundaries and corners first, then clean from the center from right to left
 - Keep the mop head on the floor until cleaning is complete
 - Place mop head in a bag to be cleaned at a later time
- Wet-mop Floor
 - Mop using a cleaning solution and water
 - Avoid baseboards
 - Place mop head in a bag to be cleaned at a later time
- Odor Control
 - A cap full of enzyme in the drains each day

APPENDIX F – CLEANING PATIENT ROOMS

The following items are used when cleaning a patient room in a medical complex

- Disposable gloves, face masks, waste basket liners, red bags, soap refills, paper refills, mop bucket, clean mop heads, dust pan, germicidal cleaner, non-acidic bowl cleaner, glass cleaner, stainless steel cleaner, fresh cloths, toilet bowl brush, deodorizer, high duster, bucket with warm water and a disinfectant, bucket with warm water and a germicidal cleaner, HEPPA vacuum
- Use disposable gloves
- Use an extended height dust wand to clean ceilings, ceiling fixtures, tops of doors, window moldings, window treatments, and blinds
- Clean all surfaces of the overhead operating lights with an approved disinfectant
- Clean window ledges and sills
- Spot clean windows
- Spot clean walls with a germicidal solution
- Clean the entire wall each week using a germicidal solution (TAG WORK)
- Empty waste baskets into red bags, treating them as infectious waste (Appendix A)
- Wipe down the inside, outside, and bottom of basket using a damp cloth treated with a disinfectant
- Remove gloves and place in the trash
- Wash hands don new gloves
- Clean tables and pads on all sides with a clean cloth treated with a germicidal solution. Change the solution and cloths often.
- Clean bed rails and footboard with a disinfectant treated cloth
- Clean side tables, dressers, and chairs using a disinfectant treated cloth
- Vacuum cloth furniture
- Disinfect other furniture such as telephones, televisions, remotes, lamps, closets, mirrors, and pictures.
- Clean inside of drawers when they are emptied by the doctor
- Dust pictures and mirrors
- Use a glass cleaner on mirrors
- Wipe medical equipment with a medium level disinfectant
- Sensitive equipment such as monitors can be cleaned with a cloth and a neutral cleaner
- Other items that come in contact with the sink such as blood pressure cuffs require low level disinfection
- Move any furniture that is not stationary
- Vacuum using a HEPPA filter and dump contents into a red bag
- Wet mop using a micro-fiber mop with a germicidal solution working from one corner outward in a figure 8 pattern out the door
- Use a new mop head for each half of the floor
- Allow mop solution to sit on floor for 5 minutes
- Place used mop heads in a bag to be laundered
- Use a wet-vac to clean germicidal mop water
- Make a final inspection to ensure the room was put back into order and all cleaning was attended to

APPENDIX G – CLEANING LABS

- Empty trash
 - Place any items that missed the waste basket in the trash
- Wipe inside and outside of waste baskets with a disinfectant and allow them to air dry
- Place double bag red liners in the trash bins
- Remove and discard gloves, wash hands, and don fresh gloves
- Dust ceilings and light fixtures
- Dust cabinet tops, window frames, and the tops of doors and door jambs
- Spot clean walls
- Clean the entire wall at least once per month (TAG WORK)
- Disinfect counter tops using a cloth and disinfectant.
- Disinfect door handles, door knobs, light switches, and key pads using a disinfectant that is dipped into the solution often
- Spot clean windows using a glass cleaner
- Clean windows completely once per week (TAG WORK)
- Disinfect stools, chairs, desks, and telephones using a disinfectant that is dipped into the solution often
- Dust computers
- Clean computer screen with glass cleaner
- Vacuum floors with a HEPPA filter vacuum
- Wet mop floors with a clean mop treated with a germicidal cleaner
- Check all areas to be sure they are cleaned
- Remove gloves and wash hands

APPENDIX H – CLEANING BREAK ROOMS

The following items are used when cleaning a patient room in a medical complex

- Disposable gloves, face masks, waste basket liners, red bags, soap refills, paper refills, mop bucket, clean mop heads, dust pan, germicidal cleaner, non-acidic bowl cleaner, glass cleaner, stainless steel cleaner, fresh cloths, toilet bowl brush, deodorizer, high duster, HEPPA vacuum, degreaser, lime remover, abrasive cleaner, carbon remover
- Food Surfaces
 - Wipe food particles with a clean white towel moistened with cleaning solution
 - Place waste into trash bag
 - Use a putty knife to remove adhered material, taking care not to scratch the surface
 - Allow solution to soak for 10 minutes
 - Scrub surface until clean
 - Rinse clean with a white towel and water
 - Inspect surfaces for grease
 - Use a clean towel and sanitizer to wipe all surfaces