



COVID-19 Cleaning & Disinfecting Guidelines

I. Overview

Rise is committed to providing a safe and healthy workplace for all our employees. Regular housekeeping practices are on-going in our buildings and vehicles which includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. Frequent cleaning will be conducted in high touch areas. Below are the measures we have implemented to ensure Rise is maintaining a safe environment for our employees.

II. Cleaning and Disinfecting Offices and surfaces

Employees will follow proper hand hygiene practices and wear disposable gloves when engaged in any cleaning or disinfecting tasks, and precautions will be taken to ensure proper ventilation is maintained during cleaning tasks. High touch surfaces in common areas will be cleaned and disinfected on a frequent basis. All other areas will follow a regular cleaning schedule or as the need arises.

- High touch surfaces - tables, chairs, countertops, doorknobs, light switches, handrails, miscellaneous handles, vending machines, bathrooms, faucets, sinks, floors, office furnishings, etc.
- Electronics - keyboards, desktops, touch screens, tablets, remote controls, phones, kiosks stations, etc. When using a touch screen or kiosk station it is recommended to wrap a tissue around your fingertip before touching the screen and dispose of the tissue in the garbage can. Do not directly spray cleaner on electronic equipment, especially computers. Spray into a cleaning cloth and then gently wipe equipment.
- Laundry –Use the warmest appropriate water setting and dry items completely. Do not shake dirty laundry. Clean and disinfect clothes hampers.
- Soft Surfaces – Carpeted floors, rugs and drapes.
- Trash removal – All garbage cans must be lined with plastic liners. When disposing of garbage; the liner should be removed and new one inserted. No dumping garbage to a larger container or re-using of liners is allowed at this time.
- Production and maintenance equipment, tools and surfaces will be cleaned on a regular basis or as items are used and as jobs are setup/taken down.

III. Cleaning and Disinfecting for Rise Vehicles

Surfaces in the vehicle will be cleaned at the beginning (as needed) and end of each route and between transporting passengers. Surfaces to be cleaned and disinfected include; door handles, arm rests, seats, seat belt buckles, all types of control knobs and handles, windows as needed, etc.

IV. **Cleaning Schedule**

- All Rise locations will maintain a schedule to ensure all areas of each building are cleaned and disinfected on a frequent and regular basis. Cleaning and disinfecting will be completed between shifts.

V. **Responsibilities for Cleaning and Disinfecting**

General precautions will be used by all employees when engaged in cleaning and disinfecting tasks. Each office will assign an employee(s) to complete cleaning tasks throughout the day to clean common areas on a frequent basis and other areas on a regular basis or as the need arises. Employees with their own offices and office space are responsible to clean and disinfect their own offices and electronics on a frequent and regular basis. Employees need to wipe down publicly used items/surfaces before and after use. Employees can contact their supervisor to make other arrangements as needed.

VI. **Cleaning Products for Use**

For routine cleaning, soap and water can be used or the cleaning product that is normally used for routine cleaning. Rise will use products approved by the EPA, CDC and OSHA for disinfecting items and surfaces. In the event a disinfectant is not available a solution of 1/3 cup bleach to 1 gallon of water or a 70% alcohol solution can be used to disinfect surfaces. Rise will use OSHA approved products for cleaning and disinfecting items and surfaces. The SDS sheets for these products are posted on the Rise Velocity website [click here](#).

***Note: Do not mix bleach with any cleaning or disinfecting products.**

VII. **Procedure for Disinfecting workplace for diagnosed COVID-19 situation**

In the event a person becomes sick at work, Rise will follow the procedures and guidelines outlined by the CDC, Minnesota Department of Health and Health Counseling Services for cleaning and disinfecting contaminated areas. Employee(s) engaged in the cleaning and disinfecting process need to wear disposable gloves, masks and a gown.

- Close off area used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary as long as a regular cleaning schedule has been maintained.
- Rise has contracts with cleaning service providers and in the event of an infectious disease outbreak (COVID-19) will contact the cleaning service for assistance in cleaning and disinfecting the area.

Cleaning Procedures

Clean all objects and surfaces that are contaminated.

Hard surface cleaning procedure

- Place gloves on both hands.
- Remove excess fluids with paper towels.
- Clean area with cleaning solution
- Do not rinse.
- Allow to air dry.

Food contact surface area cleaning procedure

- Place gloves on both hands.
- Wash, rinse and sanitize food contact surfaces and food preparation surfaces.

Fabric or carpeted surfaces contaminated should be laundered or dry cleaned whenever possible. If this is not possible, the following procedure will be used:

- Place gloves on both hands.
- Remove excess fluid with paper towels.
- Clean area with soap and cold water.
- A fabric or carpet cleaning product may be used.
- spray with Lysol or approved disinfectant following cleaning.

Laundry Washing Procedure

- Use gloves when handling unwashed contaminated laundry.
- Wash contaminated laundry separate from other laundry.
- Pre-soak in cold water if needed for stain removal.
- Use a cold-water cycle for at least 10 minutes with detergent.
- One-half cup bleach may be added per load of laundry if allowable according to clothing manufacturer's recommendations.
- Laundry will be dried in a clothes dryer whenever clothing manufacturer's recommendation permits.

Regular Cleaning and Disinfecting Checklist

1. Common Areas and Offices

- Tables
- Chairs
- Countertops
- Doorknobs
- Light switches
- Handrails
- Doors/door handles entry way areas
- Kiosk stations (use a tissue over fingertip)
- Sinks and coffee station areas
- Copy room and mail areas
- Phones
- Projector equipment
- Desk surfaces and drawers
- Computer screens, keyboards, mouse pads
- Shared items as designated (pens, markers, scissors, etc.)
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2. Work areas (Production, Maintenance, Work Floors, Therapy Rooms)

- Tables
- Chairs
- Light switches, knobs and handles
- Shared items as designated (pens, markers, scissors, etc.)
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3. Lunchrooms and Kitchens

- Tables
- Chairs
- Countertops
- Appliances (microwaves, toasters, refrigerators, dishwashers, stoves, etc.)
- Vending machines
- Lockers
- Light switches, door handles, etc.
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4. Bathrooms

- Sinks
- Counter Tops
- Toilets
- Paper towel dispensers
- Soap dispensers
- Light switches
- Door handles, coat hooks and bathroom stall doors
- Floors
- Baby changing station covers
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