



**CLEANING AND DISINFECTION PROTOCOLS FOR ENVIRONMENTAL SURFACES**



- YOU WILL NEED THE FOLLOWING SUPPLIES.**
  - PPE: - GLOVES, SAFETY GLASSES, (FOR LEVEL 2 PROTECTION IF NEED BE FACE SHIELD, GOWNS).
  - HOSPITAL GRADE DISINFECTANT, - VIREX 256, VIREX TB, EXPOSE II, OXIVIR TB.
  - EQUIPMENT – RAGS/PAPER TOWELS, BUCKETS, WET FLOOR SIGNS, SPRAY BOTTLES, TRASH BAGS, TRASH TOTES, MOPS
- PUT ON YOUR PPE: GLOVES, SAFETY GLASSES.
  - FILL ALL BUCKETS/SPRAYERS WITH WATER (PAYING ATTENTION TO WATER LEVEL MARKS)
  - ADD THE GEMICIDAL CLEANER BASED ON THE MANUFACTURES DILUTION RATIO (EXAMPLE 1 OZ PER GALLON OF WATER) READ DIRECTIONS ON CHEMICALS
  - PLACE CLEANING RAGS IN THE BUCKETS, FILL SPRAY BOTTLES & GARDEN SPRAY MOPS AND BUCKETS.
- PRECAUTIONS TO PREVENT CROSS-CONTAMINATION OF THE CLEANED AREA**
  - PLACE WET FLOOR SIGNS IN WORK AREAS.
  - ONCE A RAG HAS BEEN USED TO WIPE A CONTAMINATED SURFACE, PLACE THE RAG BACK IN YOUR CLEANING SOLUTION\* PLEASE DO NOT REUSE THE RAG IN THE NEXT AREA. (USE ONE RAG PER EVERY TWO OR THREE ITEMS, UNLESS ITEMS BEING CLEANED ARE VERY SOILED. THEN REUSE IN DISINFECTANT SOLUTION WITH ANOTHER CLEAN RAG.
  - EACH TIME YOU DISPOSE OF YOUR CLEANING RAG, YOU MUST CHANGE YOUR GLOVES
- ALL SURFACES IN REACHING DISTANCE INCLUDING WALLS, FURNITURE, CHAIRS, TABLES, DOORKNOBS, FAUCETS, WATER FOUNTAINS, LIGHT SWITCHES, WINDOW SILLS, DESKS/TABLES AND RESTROOMS, ARE TO WET WIPED WITH SOLUTION, allow to set for 10 min, then wipe dry or allow to air dry. IF AREA IS HEAVILY SOILED WITH DIRT/GREASE/ IT MUST BE CLEANED FIRST, THEN FOLLOW DISINFECTANT PROCEDURE. (BASED ON THE MANUFACTURES DIRECTIONS).
  - WET MOP ALL FLOORS AS THE LAST PROCEDURE WHEN READY TO EXIT THIS AREA.
  - CHANGE MOP WATER, AND REFILL ALL BUCKETS WITH FRESH SOLUTION FOR ANOTHER AREA.
  - FOLLOW THIS PROCEDURE THROUGHOUT THE ENTIRE DISINFECTION PROCESS UNTIL THE JOB IS COMPLETE.
  - MANAGER OR SUPERVISOR SHALL MONITOR TO ASSESS CLEANING PERFORMANCE OF STAFF WILL ENSURE CONSISTENCY IN CLEANING AND DISINFECTION PROCEDURES ARE FOLLOWED.

100%

# Cleaning Enhancements

HAM DAILY REPORT				
On Site				TOPS Marysville Warehouse
	MAP Campus	ELP Campus	AEP Campus	Notes
<b>Inventory on Hand/How many days</b>				<b>Inventory on Hand in TOPS Warehouse</b>
Toilet Tissue	1.5 weeks	1.5 weeks	1 week	1 month for MAP,ELP,AEP
Paper Towels	1.5 Weeks	1.5 weeks	1 week	1 month for MAP,ELP,AEP
Hand Soap	3 weeks	1 week	2 weeks	On order will be in TOPS warehouse in Marysville. Shipping Disinfectant- we are trying to secure this what we can get from manufacturers. They are supplying Medical and 1st responders first. We may need to look at different products and get SDS pushed through.
Disinfectant	4 weeks	4 weeks	5 weeks	Hand Sanitizer- have 700 quart bottles coming in. How to disperse
Hand Sanitizer	2 weeks	3 days	2 weeks	
Other Concerns	People are using our hand sanitizer dispensers to fill their bottles			
	Securing of product. Putting locks on cage			
	Hand Soap is on backorder. We are working with OD to get updates on shipment			
<b>Additional Staffing</b>	MAP Campus			
First Shift	34 Hours			
Second Shift	13 Hours			
Concerns	Café Tables- see below			
<b>Gaps/Concerns/Rumors</b>	MAP Campus			
Rumors	Ford is closing.			
Rumors	Honda is quarantining for 10 days			
Rumors	Trucks cannot come across state line			
Concerns	Café tables			
Concerns	Rumor Mills about chemicals and tolerance.			
		Keeping an eye out on theft of product.	Keeping an eye out on theft of product.	
Concerns	Keeping an eye out on theft of product.			
Concerns	Graffiti Increase	Graffiti Increase	Graffiti Increase	
	Being asked to go back to areas due to fear or other items- boogers on the wall after we have cleaned spills, stock (some goes missing).	Being asked to go back to areas due to fear. VQD restroom, spills, stock	Being asked to go back to areas due to fear. VQD restroom, spills, stock	
Concerns				
Opportunity	Doors are being propped open. Thank you.			
<b>Café Support During Lunch</b>	MAP Campus	ELP Campus	AEP Campus	Notes
First Shift	Is going ok. Not needed in North so spread out to east and west	Normal	Normal	
Second Shift	Is going ok. Not needed in North so spread out to east and west	Normal	Normal	
Concerns				

Touch Point Cleaning  
+78 hours daily

- Daily Reporting
- Supply Inventory
  - Staffing
  - Concerns

HAM Wide COVID-19 Touch Point Cleaning Plan Audit Form		
<u>Cafeterias</u>	Checked	Comments/Observations
Door Handles/Push Plates		
Telephones		
ATM Machines		
Water Fountains		
Café Tables		
<u>Entryways</u>	Checked	Comments/Observations
Door Frames		
Hand Rails		
Door Handles/Push Plates		
ATM Machines		
Telephones		
<u>Lobby Areas</u>	Checked	Comments/Observations
Door Frames		
Hand Rails		
Door Handles/Push Plates		
Telephones		
Guard Counters		
Meeting Room Table Tops		
<u>Hallways / Staircases</u>	Checked	Comments/Observations
Water Fountains		
Hand Rails		
Door Handles/Push Plates		
Telephones		
ATM Machines		

Terminal Cleaning  
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Schedule In Progress

Shutdown Cleaning/Disinfecting Plan and Schedule

MAP

ELP

AEP

	GG.9B SET DETAIL CLEAN AND DISINFECT OF HALLWAY DETAIL CLEAN AND DISINFECT VOD BREAKROOM	D9 MEN DETAIL CLEAN AND DISINFECT OF ADMIN DETAIL CLEAN AND DISINFECT SOUTH	E32 SET DETAIL CLEAN AND DISINFECT OF HALLWAY DETAIL CLEAN AND DISINFECT OF HALLWAY	KX27 SET DETAIL CLEAN AND DISINFECT NORTH DETAIL CLEAN AND DISINFECT NORTH	DETAIL CLEAN AND DISINFECT OF ADMIN DETAIL CLEAN AND DISINFECT SOUTH	DETAIL CLEAN AND DISINFECT OF HALLWAY DETAIL CLEAN AND DISINFECT VOD BREAKROOM
2ND SHIFT 9 PEOPLE	power spraying BBB Set MM16 Set MM13 Set  DETAIL CLEAN AND DISINFECT PEACH ROOM DETAIL CLEAN AND DISINFECT CHERRY ROOM	Power Spraying D21 Up stairs Set D21 Down Stairs set  DETAIL CLEAN AND DISINFECT IX L ROOM DETAIL CLEAN AND DISINFECT AMP 2000 ROOM	Power Spraying West Locker Room Mens E42 Set  DETAIL CLEAN AND DISINFECT OHIO ROOM DETAIL CLEAN AND DISINFECT ACTIVE OFFICE	North Locker room Set DETAIL CLEAN AND DISINFECT BLUE LINE	DETAIL CLEAN AND DISINFECT EAST TUNNEL DETAIL CLEAN AND DISINFECT WEST TUNNEL DETAIL CLEAN AND DISINFECT BREAK ROOMS	DETAIL CLEAN AND DISINFECT BREAK ROOMS
3RD SHIFT 12 PEOPLE	DETAIL CLEAN AND DISINFECT AF MAINTENANCE DETAIL CLEAN AND DISINFECT SOUTH SOUTH DOORS DETAIL CLEAN AND DISINFECT PAINT OFFICE DETAIL CLEAN AND DISINFECT PAINT ANNEX OFFICE DETAIL CLEAN AND DISINFECT BUMPER DETAIL CLEAN AND DISINFECT EGA DETAIL CLEAN AND DISINFECT UPPER APQ DETAIL CLEAN AND DISINFECT LOWER APQ	DETAIL CLEAN AND DISINFECT UPPER BLOWER MANUFACTURING DETAIL CLEAN AND DISINFECT ASSEMBLY ADMIN DETAIL CLEAN AND DISINFECT FACILITIES BULTA DETAIL CLEAN AND DISINFECT BUMPER PAINT DETAIL CLEAN AND DISINFECT LOWER AND UPPER GRAPHITE MM2000S, EBA DETAIL CLEAN AND DISINFECT MATERIAL SERVICES	DETAIL CLEAN AND DISINFECT VOD/TOPS OFFICE DETAIL CLEAN AND DISINFECT MACHING SHOP DETAIL CLEAN AND DISINFECT AF TEST DETAIL CLEAN AND DISINFECT FIELD OFFICE B&X108EBA DETAIL CLEAN AND DISINFECT EAST AND WEST REVOLVERS/METROLOGY	DETAIL CLEAN AND DISINFECT MRO & JOB & MAINTENANCE GROUP DETAIL CLEAN AND DISINFECT QED DETAIL CLEAN AND DISINFECT STRATOSPHERE	DETAIL CLEAN AND DISINFECT AUDITORIUM DETAIL CLEAN AND DISINFECT VOD COORDINATORS OFFICE DETAIL CLEAN AND DISINFECT EAST AND WEST DOOR DETAIL CLEAN AND DISINFECT MEDICAL	DETAIL CLEAN AND DISINFECT MFG&ASSOCIATE KIOSK DETAIL CLEAN AND DISINFECT TL ROOM
3RD 5 PEOPLE	DETAIL CLEAN AND DISINFECT NORTH JGA/EBA DETAIL CLEAN AND DISINFECT PAINT EBA DETAIL CLEAN AND DISINFECT EAST & WEST CAFE DETAIL CLEAN AND DISINFECT FRONT HALL					DETAIL CLEAN AND DISINFECT FLOORS IN NORTH JGA/EBA DETAIL CLEAN AND DISINFECT FLOORS IN PAINT EBA DETAIL CLEAN AND DISINFECT FLOORS IN EAST AND WEST CAFE DETAIL CLEAN AND DISINFECT FLOORS IN FRONT HALL
FLOATING FLOOR CREW 5 PEOPLE	TOP SCRUBBING RESTROOM FLOORS G522 NORTH CAFE J133 J136 KX27 D21 UP AND DOWN					
OUT BUILDING MOO = 1 PERSON PNC = 3 PEOPLE MHC = 3 PEOPLE MHC = 4 PEOPLE SERVICE CENTER 1 PERSON AMM HONDA = 2 PEOPLE MIO 20 = 3 PEOPLE DATA 1 PERSON NADC = 2 PEOPLE TEL = 1 PERSON	DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES					DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES DETAIL CLEAN AND DISINFECT ALL OFFICES
AEP 1ST SHIFT 9 PEOPLE	21-Mar power spraying CVT F1.5 SET G7 SET MM SET G0 SET SOUTH CAFE SET					27-Mar power spraying WELLNESS CENTER SERVICE CENTER LOBBY SET SOUTH CAFE SET DETAIL CLEAN AND DISINFECT CAFE
2ND/3RD SHIFT 13 PEOPLE	DETAIL CLEAN UPPER MEETING ROOMS					
OUT BUILDING SERVICE CENTER 1 PERSON WELLNESS= 1 PERSON						
WE WILL BE USING MARCH 27 THROUGH THE 30TH AS BACK UP DAYS FOR ALL AREAS THAT ARE NOT COMPLETED ON THERE DUE DATE.						
ELP 1ST SHIFT 8 PEOPLE	21-Mar power spraying C4 SET H4 SET C14 SET K3 SET					27-Mar power spraying C4 SET H4 SET C14 SET K3 SET
2ND/3RD SHIFT 13 PEOPLE						
OUT BUILDING AMH						
WE WILL BE USING MARCH 27 THROUGH THE 30TH AS BACK UP DAYS FOR ALL AREAS THAT ARE NOT COMPLETED ON THERE DUE DATE.						

- ✓ Desks- wipe down desks and around items on desks. Do not move items.\*
- ✓ Phones- wipe down phones. DO NOT wipe computers \*
- ✓ Desks Chairs- wipe arms, backs, legs, hard surfaces
- ✓ Under Desks- sweep/mop floors with disinfectant.
- ✓ Filing cabinets- wiping down on flat surfaces of cabinets
- ✓ File folders on side of desk- wipe out- \*
- ✓ Door handles, push bars, door glass,
- ✓ Window ledges- wipe down
- ✓ Floors- sweep/ wet mop floors with disinfectant
- ✓ Whiteboards- disinfectant tops/sides and trays

Tops has resources from their Wrap Guard team at MAP to deploy in response to the need for manpower

Regular Audits

Janitorial Services Provider Performance Audit Form

Plant / Facility: \_\_\_\_\_

Auditor: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Area	Location	Chairs / Tables	Consumables	Pictures	Floors	Horizontal Surfaces	Door / Door Glass	Trash / Recycling Bins	White Boards	Walls	Reason if Score is Unsatisfactory	Total Score
Cafeteria / Break Area												Actual
Meeting Rooms												
Office Areas												
Hallway												
Stairwells												
Lobby / Entrance												
Janitor Area												
Locker Rooms												
Restrooms												
Water Fountains												
Security Area												
Hand Wash Sinks												
Overall Total												164

SCALE: 1 - Satisfactory 0 - Unsatisfactory

NOTE: Do not evaluate items in gray and mark N/A if does not apply



This area was last serviced:

TOPS Staff: \_\_\_\_\_

TIME: \_\_\_\_\_

This areas next service time:

TIME: \_\_\_\_\_

Visual Management