



**ENSURE
ENVIRONMENTAL
HYGIENE**

THE “NEW” NORMAL

Enhanced cleaning and disinfection for your operation

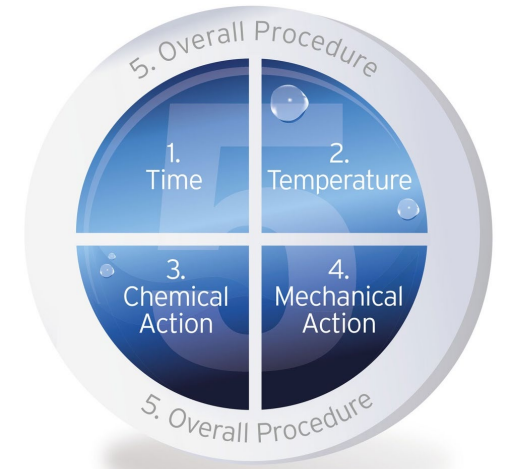


As your partner in sanitation, Ecolab prides itself on establishing best practices for cleaning throughout your operation. Now more than ever, it is critical that employees understand and explicitly follow proper cleaning and disinfection procedures.

Consider:

- Selecting the proper solution(s) for the job (i.e., product, tool and application method)
- The importance of contact time to achieve disinfection
- Increasing frequency of cleaning and disinfection as infection risk, foot traffic and soil load increases
- Increased awareness of safety considerations (disposable PPE, etc.)

The following guidance reinforces the importance of the **5 Factors of Clean**, particularly **overall procedures**, to ensure you can return to operation quickly and with piece of mind that you've done everything you can to protect your employees and guests.



DETERMINE FREQUENCY OF CLEANING AND DISINFECTION

As infection risk, foot traffic or soil load increase, frequency of cleaning and disinfection should also increase.



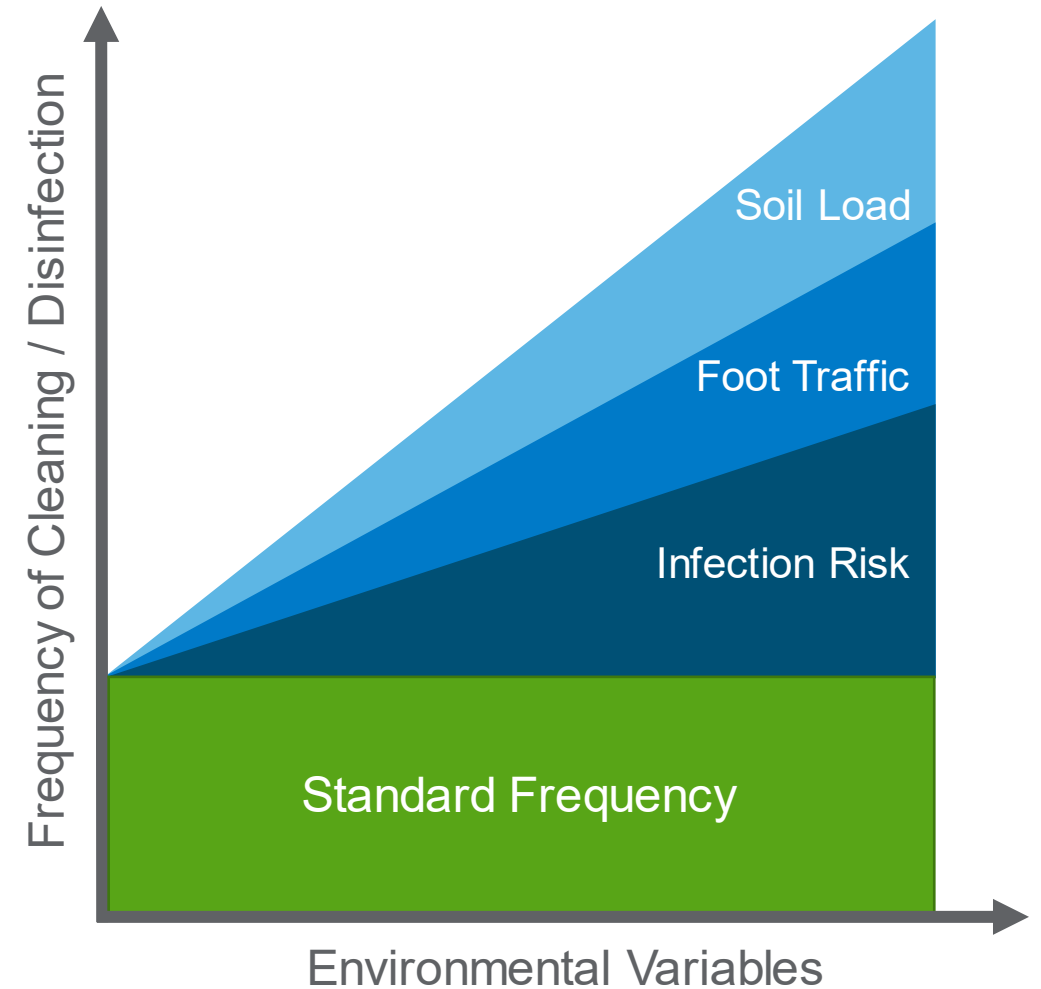
Many variables should be considered when determining frequency of cleaning and disinfection in each area of your operation including:

- Infection Risk
- Foot Traffic
- Soil Load

Other considerations (including but not limited to):

- Product Type
- Soil Type
- Surface Type

Frequency should be determined at the unit level and re-evaluated as environmental variables change.



ENSURE ENVIRONMENTAL HYGIENE

DISINFECTING NON-FOOD CONTACT SURFACES

1 PRE-CLEAN



Pre-clean visibly soiled areas by removing things such as food or dirt. For surfaces with no visible soil, no pre-cleaning is required.

2 DISINFECT



Use an EPA registered disinfectant approved for use against SARS-CoV-2 (the virus that causes COVID-19). Refer to the product label for directions for use.

3 WAIT



Allow the surface to remain wet for the time indicated in the directions for use on the product label.

4 DRY




Wipe the surface or allow to air dry.





Contact your Ecolab Representative or refer to EPA's [List N: Disinfectants for use against SARS-CoV-2](#) for approved products.


ENSURE ENVIRONMENTAL HYGIENE


DISINFECTING FOOD CONTACT SURFACES *DURING AN OUTBREAK*

- **1 PRE-CLEAN**

Pre-clean visibly soiled areas by removing things such as food or dirt. For surfaces with no visible soil, no pre-cleaning is required.
- **2 DISINFECT**

Use an EPA registered disinfectant approved for use against SARS-CoV-2 (the virus that causes COVID-19). Refer to the product label for directions for use.
- **3 WAIT**

Allow the surface to remain wet for the time indicated in the directions for use on the product label.
- **4 RINSE**

Rinse the surface with potable water.
- **5 SANITIZE**

Sanitize food contact surfaces using an EPA-approved food contact sanitizer according to label directions.






Contact your Ecolab Representative or refer to EPA's [List N: Disinfectants for use against SARS-CoV-2](#) for approved products.

DISINFECTANT APPLICATION METHODS

! All Ecolab disinfectants approved for use with a spray application can be applied using a trigger sprayer, pressure sprayer or electrostatic sprayer.

*Follow product label directions for use when applying to ensure adherence to surface wetting and contact time, PPE, compatibility, and any required rinse post-application.

**Contact your Ecolab representative for guidance on appropriate products and PPE.

	How it Works	Benefits	Considerations
<p>Trigger Spraying</p> 	<p>Manual trigger pulls apply a coarse spray of disinfectant to cover surface</p>	<ul style="list-style-type: none"> • Cost effective • Heavier spray for pre-cleaning when needed • Adjustable nozzle for wider or more directed spray 	<ul style="list-style-type: none"> • Manual application • May need to manually dry surfaces after desired contact time
<p>Pressure Spraying</p> 	<p>Pressurized tank allows for continuous coarse spray to cover surface</p>	<ul style="list-style-type: none"> • Continuous spray • Heavier spray for pre-cleaning when needed • Coat larger areas more easily than with manual spray 	<ul style="list-style-type: none"> • Specialized equipment • Intermittent manual or mechanical pressurization required • May need to manually dry surfaces after contact time
<p>Electrostatic Spraying</p> 	<p>Powered continuous electrically charged spray evenly coats surfaces</p>	<ul style="list-style-type: none"> • Continuous spray • Charged particles evenly coat surfaces • Even coating of surface allows for more effective air drying 	<ul style="list-style-type: none"> • Specialized equipment • May require a separate application method for pre-cleaning • Need to ensure enough application to allow proper contact time before drying

EMPLOYEE BREAKROOM

General Instructions

What products do you need?

- Multi-Purpose Disinfectant
- Food Contact Sanitizer
- Floor Cleaner
- Hand Soap
- Hand Sanitizer

What tools do you need?

Refillable spray bottles, trigger sprayers, sanitizer pail, microfiber cloths, putty knife, vacuum, dust pan/broom, mop/bucket, window scrubber/squeegee, 'Wet Floor' sign, gloves, PPE

Specific touchpoints

- Doorknobs
- Public phones
- Public computers
- Light switches
- Chair armrests
- Faucet
- Cupboard/drawer handles
- Refrigerator and microwave handles
- Tables



Cleaning & Disinfection Frequency _____

Inspection Frequency _____

Responsible _____

Required PPE* _____

*in addition to any required by SDS



To help protect against COVID-19, ensure treated surfaces remain wet for contact time indicated on product label.

**Refer to product label for use directions*

EMPLOYEE BREAKROOM

General Instructions



Cleaning and disinfection guidelines

*Refer to product labels for complete directions for use.

1. Wearing gloves, pick up debris from countertops, tables and floor.
2. Empty trash cans and recycling bins making sure to securely tie-off full bags for transport. Clean and disinfect the outside of trash cans using **multi-purpose disinfectant**. Replace liners.
3. Disinfect all hard, non-porous surfaces including countertops, refrigerator/cupboard handles and doorknobs with **multi-purpose disinfectant**. Pay special attention to high-touch surfaces and ensure properly wetted. **Ensure treated surfaces remain wet for contact time indicated on product label.**
4. Clean and disinfect inside/outside of microwave and outside of coffee maker using **multi-purpose disinfectant**.
5. Ensure food contact surfaces such as tables are rinsed with potable water and sanitized with **food contact sanitizer**. Allow for complete dwell time and do not wipe.
6. Restock paper products and **hand soap/hand sanitizer** dispensers as needed. Disinfect exterior of dispensers with **multi-purpose disinfectant** (including pump).
7. Place 'Wet Floor' sign at entrance. Vacuum carpet and vacuum or sweep then mop hard-surfaced floors with **floor cleaner** (tile, wood or LVT).
8. Inspect work.



Specific touchpoints

Food Contact: Tables, food prep surfaces, eating utensils, dishes, etc.

Non-Food Contact: Doorknobs, light switches, faucets, cupboard and drawer handles, public phones and computers, chair armrests, etc.

PUBLIC AREAS

General Instructions

What products do you need?

- Multi-Purpose Disinfectant
- Food Contact Sanitizer
- Glass Cleaner
- Floor Cleaner
- Stainless Steel Cleaner
- Disinfectant Wipes
- Hand Sanitizer

What tools do you need?

Refillable spray bottles, trigger sprayers, sanitizer pail, microfiber cloths, putty knife, vacuum, dust pan/broom, mop/bucket, window scrubber/squeegee, 'Wet Floor' sign, high-duster, gloves, PPE



Cleaning & Disinfection Frequency _____
Inspection Frequency _____
Responsible _____
Required PPE* _____

*in addition to any required by SDS

Specific touchpoints

- Doorknobs/push plates
- Host stand
- Public phones
- Public computers
- Light switches
- Chair armrests



To help protect against COVID-19, ensure treated surfaces remain wet for contact time indicated on product label.

**Refer to product label for use directions*

PUBLIC AREAS

Entrance and Hallways



Cleaning and disinfection guidelines

*Refer to product labels for complete directions for use.

1. Place 'Wet Floor' sign.
2. Pick up debris and remove gum from floor with putty knife or blunt-edged tool.
3. Empty trash cans and recycling bins making sure to securely tie-off full bags for transport. Clean and disinfect the outside of trash cans using **multi-purpose disinfectant**. Replace liners.
4. Clean and disinfect all hard, non-porous surfaces focusing on high-touch surfaces using a **multi-purpose disinfectant**. **Ensure treated surfaces remain wet for contact time indicated on product label.**
5. Clean glass and windows using **multi-purpose disinfectant** or **glass cleaner** and a fresh microfiber or squeegee to ensure a streak-free finish.
6. Refill **hand sanitizer** and **disinfectant wipe** dispensers as needed. Disinfect dispensers and nearby walls using **multi-purpose disinfectant**.
7. Vacuum carpet/entrance mats and vacuum or sweep then mop hard-surfaced floors with **floor cleaner** (tile/wood/LVT) as needed.
8. Inspect for quality.



Specific touchpoints

Doorknobs/push plates, elevator buttons, light switches, luggage carts, water fountain push plate, reception/concierge counters, bellhop stand, public phones and computers, chair armrests, end tables, etc.

PUBLIC AREAS

Meeting Rooms and Offices



Cleaning and disinfection guidelines

*Refer to product labels for complete directions for use.

1. Pick up debris and remove gum from floor with putty knife or blunt-edged tool.
2. Empty trash cans and recycling bins making sure to securely tie-off full bags for transport. Clean and disinfect the outside of trash cans using **multi-purpose disinfectant**. Replace liners.
3. Dust file cabinets and bookshelves as needed.
4. Clean and disinfect all hard, non-porous surfaces focusing on high-touch surfaces using a **multi-purpose disinfectant**. **Ensure treated surfaces remain wet for contact time indicated on product label.** For electronics, spray cloth and wipe surface.
5. Vacuum carpet/rugs and vacuum or sweep then mop hard-surfaced floors with **floor cleaner** (tile/wood/LVT) as needed.
6. Inspect for quality.

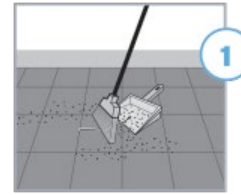


Specific touchpoints

Doorknobs/push plates, light switches, public phones and computers, desks/tables and chairs including armrests, coffee and beverage stations, etc.

PUBLIC AREAS

Floor Care – Mopping



Clear floor of all movable items including rugs and floor mats. Wipe up spills and sweep entire floor to remove loose soil and debris.



STOP Put out 'Wet Floor' sign.

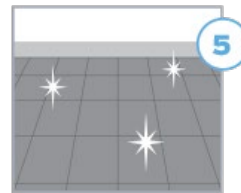
Fill mop bucket with 4–5 gallons of water. Add **floor cleaner** as specified on product label.



To prevent streaking from dirty kitchen mops, use a dedicated cotton or synthetic mop for public areas. Dip mop into the cleaning solution and wring out well before applying to floor. Use damp mop only. Do not over-wet floor.



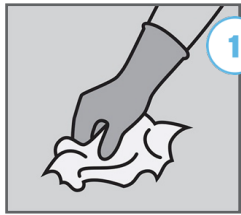
Mop in 'figure 8' pattern with overlaps. Flip mop when first side is soiled. Rinse when both sides are soiled. Continue mopping until entire floor is clean. Change solution when soiled.



Mop or squeegee solution toward drain. Allow floor to air dry. Thoroughly clean and store all equipment after use (i.e., hang mop to store, empty dirty cleaning solution into mop sink).

PUBLIC AREAS

Carpet Care – Vacuuming

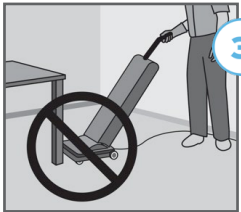


1 Wearing gloves, pick up debris.



2 Vacuum main areas.

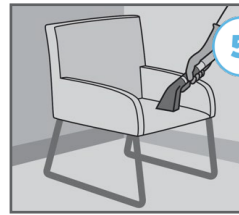
Note: Do not use vacuums with frayed power cords.



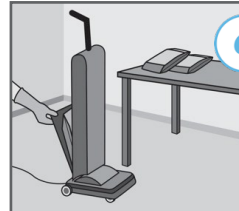
3 Vacuum under trash cans and furniture. Avoid bumping furniture legs.



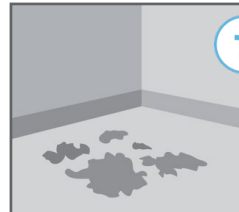
4 Vacuum walk-off mats and clean underneath.



5 Spot vacuum furniture and use attachments to clean corners and baseboards.



6 Replace vacuum bag when 2/3 full. Ensure proper disposal of full bag.



7 Report spots and stains to supervisor.

PUBLIC AREAS

Trash and Recycling Collection



1 Wear protective gloves. Line trash can and recycling bins with appropriate size bag.



2 Pick up debris. Keep containers nearby to avoid blocking hallways.



3 Empty trash cans and recycling bins making sure to securely tie-off full bags for transport. Clean and disinfect outside of trash cans using **multi-purpose disinfectant**.



4 Replace liner if perishable items enclosed such as food or liquid.



5 Empty trash can and recycling bin in main dumpster area.

ENSURE ENVIRONMENTAL HYGIENE

Establish routine cleaning and disinfection inspections in **Public Areas...**

	Evaluation		Notes
	OK	Needs Attn.	
Floors:			
• Debris-free (e.g., trash, gum, etc.) and vacuumed	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Sanitary seam/grout lines	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Streaks or stickiness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls and Ceiling:			
• Visual cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Surface cracks	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Paint condition	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture and Furnishings:			
• Debris and dust-free	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sanitizer/wipes replenished	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Maintenance of specialty surfaces (wood, marble)	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Evaluation		Notes
	OK	Needs Attn.	
Glass and mirrors:			
• Clean and streak-free	<input type="checkbox"/>	<input type="checkbox"/>	_____
Malodors:			
• Musty, smokey, or unpleasant	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:			
• _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
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