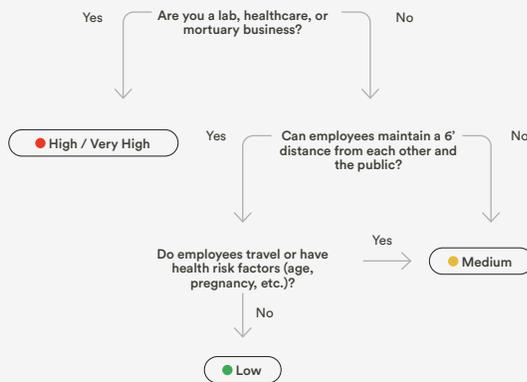


# Re-Opening Your Business

Re-opening your business during COVID-19 can be stressful. As your janitorial partner, we're here to reduce that stress any way we can. Use this quick guide—a summary of OSHA and CDC guidance—to learn about re-opening best practices. Questions? Our team is available to help you create your re-opening plan.

## ① Have a plan based on your business's risk level



## ② Implement basic infection prevention measures

- Encourage frequent, thorough hand washing.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations.
- Encourage people to stay home if they are sick.
- Encourage people to cover coughs and sneezes. Provide tissues and trash receptacles.
- Use policies and practices to create physical distance (e.g.

work from home, staggered shifts, flexible hours, etc.).

- Discourage people from using each others' spaces and supplies.
- Maintain regular housekeeping, including routine cleaning and disinfecting your space, especially surfaces and equipment.
- Use EPA-approved disinfectants.
- Follow instructions for using any cleaner, sanitizer, or disinfectant.

## ③ Develop policies and procedures to quickly identify and isolate sick people

## ④ Proactively address employees' concerns about pay, leave, safety, etc. and provide adequate, usable, and appropriate training, education, and information

## ⑤ Adjust your policies, practices, and space as needed

- Provide disposable disinfectant wipes and encourage people to wipe down handles, surfaces, etc.
- Reposition chairs in common areas (waiting rooms, lobbies, conference rooms, etc.)
- Use print and digital posters to encourage hygiene, social distancing, etc.
- Use prepackaged utensils.
- Use easy-to-wipe-down computer keyboard covers.
- Schedule regular electrostatic sprayer treatment.
- Install clear physical barriers.
- Install high-efficiency air filters and evaluate and update HVAC systems to increase ventilation.
- Install touchless dispensers, sensor-operated toilets and facets, and automatic paper towel dispensers in restrooms as is possible.
- Use hands-free door openers.

## ⑥ Follow existing OSHA standards and stay informed

- Provide "employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm." (General Duty Clause, Section 5(a)(1)) (For more, check the [OSHA Re-Opening guide](#))
- [Personal Protective Equipment \(PPE\) standards](#)
- [Oregon](#) and [Washington](#) standards and requirements

OSHA  
[www.osha.gov](http://www.osha.gov)  
1-800-321-OSHA (6742)  
TTY 1-877-889-5627

Centers for Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov)

OSHA Regional Office—  
Oregon & Washington  
(206) 757-6700

National Institute for Occupational Safety and Health  
[www.cdc.gov/niosh](http://www.cdc.gov/niosh)