



# BACK TO WORK. BACK TO CLEAN.

Cleaning Process & Product Recommendations



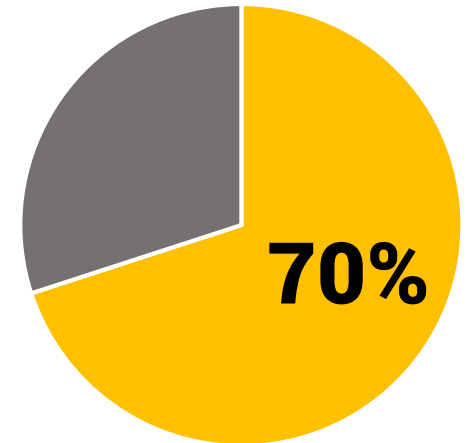
# EXPECTED SHIFTS IN MFG & DIST. CENTERS

Experts predict that the COVID-19 pandemic will have far-reaching implications on consumer preferences and requirements.

US eCommerce recently jumped 49% versus March baseline prior to shelter-in-place orders <sup>1</sup>



70% of employees expect more resources from employers post-COVID-19 to maintain proper hygiene at work <sup>2</sup>



**During a time when there is a heightened reliance on eCommerce, employees are also expecting more support and resources from their employers.**

<sup>1</sup> "US e-commerce sales jump 49% in April, led by online grocery," Sarah Perez, Tech Crunch, May 2020.  
<sup>2</sup> "COVID-19: The evolution from "Jan-San" to "Hygiene" is now complete, Baird, May 2020.



## OSHA GUIDANCE

Key regulatory bodies, including OSHA<sup>1</sup>, have issued guidance for how employers can protect workers through basic infection prevention measures:

**1** Promote frequent handwashing & sanitizing with soap, running water, and alcohol-based sanitizers

**2** Encourage respiratory etiquette including covering coughs and sneezes

**3** Encourage workers to stay home when sick and explore flexible work practices and social distancing

**4** Provide tissues and waste receptacles for associate and customer use within the facility

**5** Discourage workers from sharing equipment including phones, desks, and work tools, when possible

**6** Maintain regular housekeeping practices including routine disinfecting of surfaces and equipment

**As a result, it is more important than ever before to strive for a new level of cleanliness to keep employees safe while abiding by regulatory guidance.**

<sup>1</sup> "Guidance on Preparing Workplaces for COVID-19", OSHA, 2020.





**COMMITTED TO CLEANLINESS**

Cleaning frequently with industry-leading products will help facilities keep patrons safe and minimize the spread of illness.

### DURABLE, LONG-LASTING PRODUCTS



All products are built and tested to withstand use in the most abusive commercial environments. RCP solutions have proven to outperform and outlast the competition.

### BREADTH OF LINE



With a breadth of products ranging from microfiber cleaning to touch-free washroom faucets and soap dispensers to hands-free waste containers, RCP has the solutions to help facilities re-open, post COVID-19.

### BEST-IN-CLASS MICROFIBER



HYGEN™ and Light Commercial Microfiber cloths and mop pads remove 99.9% of microbes with water alone\*, that may not be killed by disinfectants.

\*Based on third-part testing on VCT surface with water only. Tested Virus: Feline Calicivirus. Tested Bacteria: Clostridioides difficile (C.Diff), Methicillin-resistant Staphylococcus aureus (MRSA), Pseudomonas aeruginosa. Not tested on COVID-19



## CLEANING BEST PRACTICES

As consumer expectations of cleanliness and hygiene rise, facilities need to ensure that they have an established cleaning processes that includes regularly cleaning high-touch areas. Below are best practices that are used today by hospitals.

1

### **Clean systematically, either clockwise or counterclockwise**

No surface is skipped, process saves time and is more ergonomic.

2

### **Go from clean to dirty.**

Reduces the likelihood of spreading infection and contaminants.

3

### **Clean from top to bottom.**

Any dust/ debris dislodged from top surface naturally falls to the lower surfaces.

4

### **Wipe in one direction (unidirectional wiping)**

Circular wiping re-contaminates areas, and it ensures solution is applied to whole surface.

# BACK TO CLEAN



## CLEANING BEST PRACTICES

The eight-sided fold methodology for microfiber cloths helps maximize the use of the cloth while reducing the risk of cross-contamination during the cleaning process.



**1** BEGIN with open, clean Microfiber cloth



**2** FOLD Microfiber cloth in half



**3** FOLD Microfiber cloth in quarters



**4** CLEAN surfaces with two exposed sides of cloth



**5** OPEN Microfiber cloth once to change sides



**6** REFOLD to expose two fresh cleaning sides



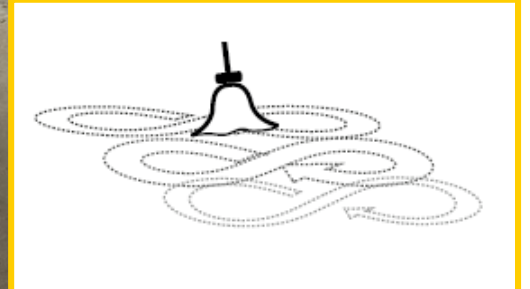
**7** OPEN cloth fully once four sides have been used




**8** REPEAT steps 2 through 7 to use all eight sides

**TIP**  Always track sides being used to prevent cross-contamination

When mopping a floor, the 'figure-8' motion is recommended to prevent cross-contamination.



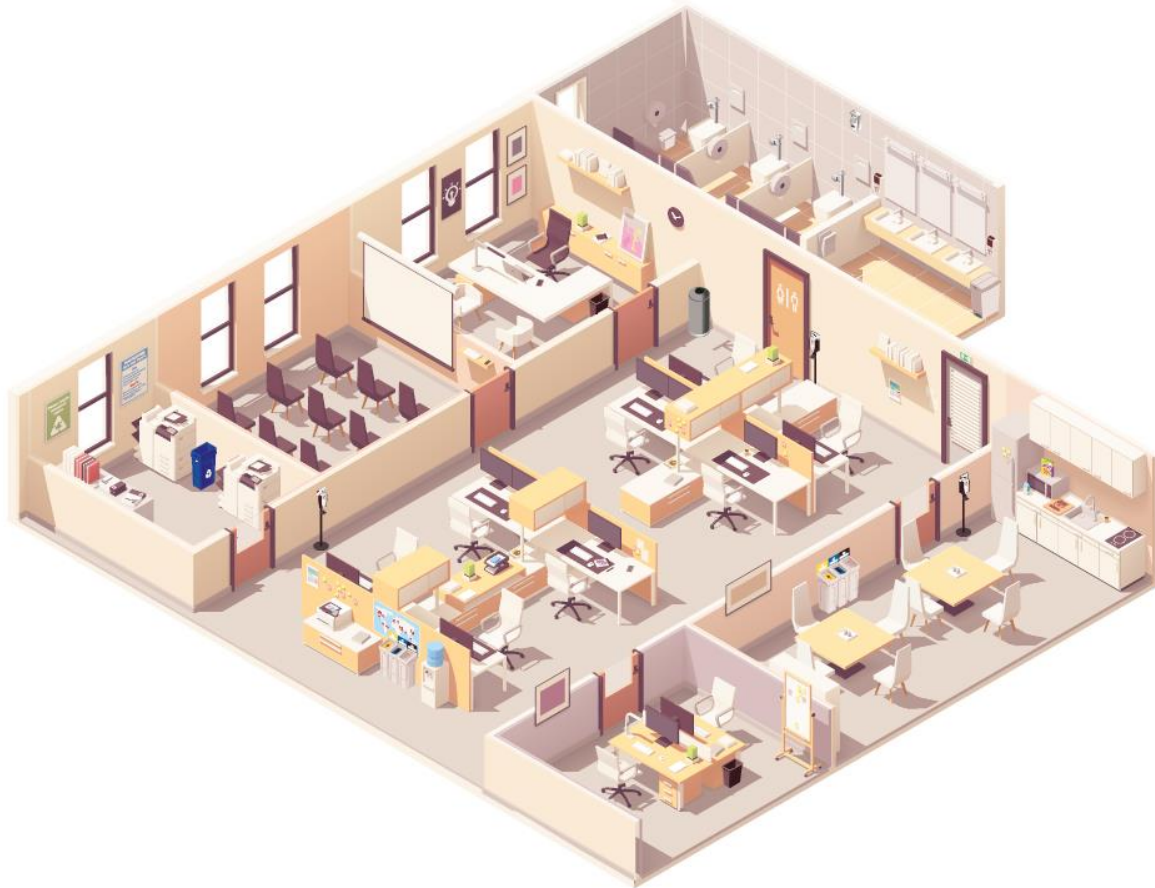
**TIP**  Change the mop after each shift or in high contamination areas such as restrooms to avoid cross-contamination



# BACK TO CLEAN



## OFFICE AREA CLEANING PROCESS



### DISINFECT ENTRANCE

*Including keypads and speakers, doorway/entrance, door knob, light switch, glass entryways, check-in desk, push plates, railings, etc.*

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Wipe and polish all metal fixtures with **blue** glass cloth.
- Clean soft surfaces, such as carpeted floor, rugs and drapes, with soap and water, or with cleaners appropriate for use on these surfaces.



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### DISINFECT OFFICES, CUBES & DESKS

- Regularly disinfect desk surfaces and high-touch areas (light switches, drawer handles, etc.) using a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Clean and disinfect individual electronics (like desk phones, computer monitors, keyboards, mice, etc.) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- Wipe and polish all metal fixtures with **blue** glass cloth.



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### RESTOCK SUPPLIES & WASTE DISPOSAL

- Restock supplies at all hand sinks, including disposable towels and soap.
- Ensure hand sanitizer stations are available and refill as needed.
- Dispose of waste as often as needed.
- Place new liner bag in the water container.
- Disinfect waste disposal area and clean trash can regularly.



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# BREAKROOM CLEANING PROCESS

## DISINFECT HIGH TOUCH AREAS

*Including doorway, door knob, light switch, glass entryway, push plates, railings, countertop, sink, fixtures, etc.*

- ❑ Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- ❑ Examples of high-touch areas include: doorway, door knob, light switch, glass entryways, push plates, railings, countertop, sink, fixtures, etc.
- ❑ Restock supplies at hand sink including disposable towels and soap.
- ❑ Ensure hand sanitizer station is available and refill as needed.



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## DISINFECT APPLIANCES

- ❑ Regularly disinfect high-touch appliance surfaces using a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- ❑ **Microwave/toaster/etc:** Wipe down all handles and surfaces, including both the inside and outside.
- ❑ **Vending machine:** Wipe down glass and all touchpads.
- ❑ **Coolers/refrigerators:** Wipe down all handles and glass.
- ❑ **Ice machine:** Wipe down the exterior and all handles/touch points.
- ❑ Wipe and polish all metal fixtures with **blue** glass cloth.



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## DISINFECT SEATING AREA

*Disinfect seating area at the start of the day, in between each group of employees or shift, and again at the end of the day.*

- ❑ Remove all items (salt and pepper shakers, napkin dispensers, centerpieces, etc.) from the table in order to fully clean the entire surface.
- ❑ Disinfect the breakroom table using a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe.
- ❑ Disinfect all benches and chairs, paying special attention to high-touch areas like arm rests.



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# RESTROOM CLEANING PROCESS



## DISINFECT SINK AND COUNTER

- Use damp **green** microfiber cloth for general cleaning, and a damp **blue** microfiber glass cleaning cloth for bright surfaces.
- Wipe the bowl and top of the sink, as well as the counter front with the **green** cloth.
- Wipe and polish all metal fixtures and faucet handles with **blue** glass cloth.
- Clean the piping and all the exposed surfaces of the entire unit.

## CLEAN MIRRORS

- Use damp **blue** microfiber glass cleaning cloth.
- Lightly wet cloth with water and clean mirror from top to bottom.
- Remove fingerprints, splash marks and smudges as needed.

## DISINFECT TOILET

- Pour a small quantity of bowl cleaner in the toilet bowl water of each toilet.
- Use bowl brush and caddy dipped into the bowl water, now mixed with bowl cleaner, and move it around all inside surfaces of the bowl including under the rim of the bowl, allowing to stand for proper dwell time.
- Clean and polish the piping, flush handle, bowl and seat with a **green** microfiber cloth.



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# RESTROOM CLEANING PROCESS

## RESTOCK SUPPLIES AND WASTE DISPOSAL

- Restock supplies at hand sink including soap and sanitizer.
- Dispose of waste as often as needed.
- Place a new liner bag in the waste container.
- Disinfect waste disposal area and clean waste container regularly.



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## DUST MOP AND WET MOP THE FLOOR

- Check the floor for debris and use a scraper if needed before beginning.
- Use microfiber 18" dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert associates of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Start mopping in the back corner of the restroom, using a "Figure 8" motion to prevent cross-contamination and keeping track of dirty and already-cleaned surfaces. Continue mopping backwards and out of the restroom door.
- Remove the used mop head after cleaning the restroom to avoid cross-contamination in other areas of the facility.



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## TIP

Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.



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# BACK TO CLEAN



# BACK OF HOUSE CLEANING PROCESS



**TIP: Disinfect all areas at the beginning of each shift, before use by a new associate, and at the end of each shift.**

Always disinfect equipment and electronics according to manufacturer's instructions. If no guidance, the CDC recommends using a spray bottle of disinfectant and a damp microfiber cloth or disposable microfiber wipe to disinfect the surface.

## MACHINERY

### AREAS TO INCLUDE:

- Touch Screen
- Control Panel and Buttons
- Emergency Stops
- Surface of Work Table
- Scanner
- Compressed Air Gun

## WORKSTATIONS

### AREAS TO INCLUDE:

- Keyboards
- Mouse/Mouse Pad
- Edges of Monitor
- Buttons and Controls
- Printer Output Area
- Writing Tools
- Workstation Surface Area

## ELECTRIC VEHICLES & EQUIPMENT

### AREAS TO INCLUDE:

- Gearbox Controls
- Controls and Display Panels
- Frame Handle and Frame
- Key, Ignition and Surrounding Area
- Keyboard and Unit
- Screen
- Scan Gun (including screen and trigger)
- Seat
- All surfaces within operator's reach
- Propane Tank/Hoses/Valves



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# BACK TO CLEAN



The average desk has

# 400X

More germs than a toilet seat<sup>1</sup>



Average desktop harbors

# 20,961

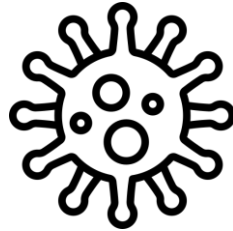
germs per square inch<sup>1</sup>

Average respiratory virus

can survive on surfaces for up to

# 2-4

days<sup>2</sup>



In a recent study, within four hours of contaminating the break room, a virus was found on

# 50%

of employee hands<sup>2</sup>

## HIGH-TOUCH AREAS: MFG & DIST. CENTERS



Disinfect desk phones, computer monitors, keyboards, and mice according to manufacturer recommendations. If no guidance, use **1820582 Microfiber Cloth** **FG9C03060000** **Spray Bottle**

Disinfect common area light fixtures and entranceways using **1820582 Microfiber Cloth** **FG9C03060000** **Spray Bottle**

Regularly disinfect desk surfaces and high-touch areas (like drawer handles) using **1820582 Microfiber Cloth** and **FG9C03060000** **Spray Bottle**

Disinfect electronics (like copiers and fax machines) according to manufacturer recommendations. If no guidance, use **1820582 Microfiber Cloth** and **FG9C03060000** **Spray Bottle**



# HIGH-TOUCH AREAS: MFG & DIST. CENTERS

Be sure to regularly disinfect all high-touch areas within the facility to help reduce the spread of germs.

## Office & Conference Room Areas

- Light Switches
- Door Knobs
- Desktop Surfaces
- Desk Chairs
- Monitors, Keyboards, Mice
- Drawer Handles
- Centralized Waste Stations
- Copies / Fax Machines
- Touch Screen Electronics

## Restroom:

- Faucets, Sinks, Handles, Countertops
- Toilets, Urinals, Flushers
- Door Handles
- Stall Doors and Locks
- Soap Dispensers (if not automatic)

## Entryway

- Keypads & Speakers
- Doorway / Entrance
- Door Knob
- Light Switch
- Glass Entryways
- Check in Desk
- Push Plates
- Railings

## Breakroom:

- Door Handles
- Door Frame
- Kitchen Appliances
- Vending Machine
- Ice Machine
- Water Dispenser
- Coffee Machine
- Tables & Chairs
- Benches
- Centralized Waste Stations







# HIGH-TOUCH AREAS: MFG & DIST. CENTERS

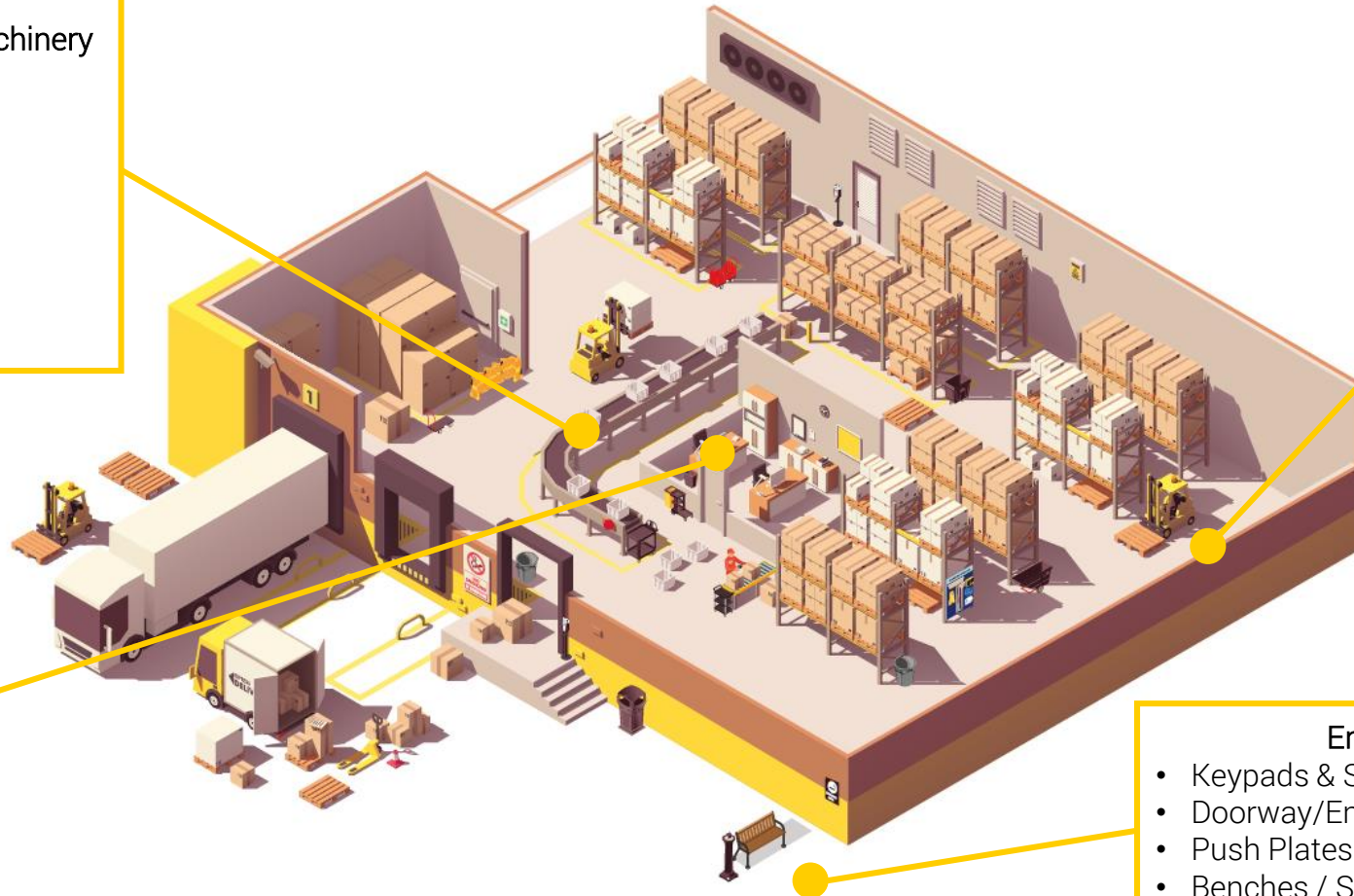
Be sure to regularly disinfect all high-touch areas within the facility to help reduce the spread of germs.

## Manufacturing & Distribution Machinery (Manual & Automated)

- Touchscreen
- Control Panels & Buttons
- Emergency Stops
- Surface of Work Table
- Scanner
- Compressed Air Gun

## Computer Workstations & Other Electronics

- Keyboards
- Mouse / Mouse Pad
- Edges of Monitor
- Buttons & Controls
- Printer Output Area
- Writing Tools
- Workstation Surface Area



## Electric Vehicles & Equipment:

- Gearbox Controls
- Control / Display Panels
- Frame Handle & Frame
- Key, Ignition, & Surrounding Area
- Keyboard and Unit
- Screen
- Scan Gun (Screen & Trigger)
- Seat
- Propane Tank/Hoses/ Valves
- All Surfaces within operator's reach

## Entryway

- Keypads & Speakers
- Doorway/Entrance
- Push Plates / Railings
- Benches / Smoking Area
- Centralized Waste Collection





## PROBING QUESTIONS FOR CHOOSERS

**01**

What new guidelines are you implementing to ensure workers stay safe?

**02**

What specific products have you adopted to ease operations and help meet local mandates?

**03**

What does your sanitizing or disinfecting process look like for machinery and equipment?

**04**

If not already open, do you feel that you are prepared to re-open and meet employee expectations around cleanliness and hygiene?

**05**

What were your biggest cleaning process challenges pre COVID-19? Have those changed?

**06**

Who is responsible for collecting waste and used PPE throughout the facility?

**07**

Where is waste stored in your facility before it is moved to the dumpster?

**08**

How are maintenance tools, carts, and other engineering supplies stored and cleaned?

**09**

How do you manage damaged goods within your manufacturing or distribution workflow?

**10**

What are your company's main goals for the remainder of the year?



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