

Keeping hygiene front and center

As you make plans to implement new cleaning and disinfecting protocols and health screening procedures, you also need to think about what comes next. Once these procedures are in place, how can you make sure that everyone remains vigilant – to protect tenants and building occupants?



Here are **6 tips** to help keep focused on hygiene each and every day.

1. Designate a hygiene captain on every cleaning shift to ensure that protocols are being implemented correctly.
2. Establish a cross-functional Hygiene Steering Committee. Hold meetings on a regular basis and consider asking tenants, employees and other key stakeholders to join.
3. Promote good hygiene habits by providing instructions on **proper hand hygiene** techniques and respiratory etiquette for coughs and sneezes.
 - [Hand Washing Guide](#)
 - [Hand Sanitizing Guide](#)
 - [Hand Hygiene Throughout the Day](#)

Available in multiple sizes, customize with your logo
4. Set calendar reminders for daily, weekly and monthly cleaning, sanitizing and disinfecting activities.
5. Evaluate the frequency and effectiveness of your cleaning protocols post-reopening, including whether you have the right tools and sufficient inventory.
6. Consider ongoing tenant or occupant outreach activities. Communication is key (consider the template on the next page to help with planning). Be sure to:
 - Provide frequent updates on building hygiene initiatives.
 - Remind occupants about the investments you're making in their well-being and ask for suggestions on ways to improve.
 - Reinforce employee and visitor wellness and hygiene protocols.
 - Host events to remind tenants and building occupants about proper hygiene habits.
 - Stay in touch with peers, industry associations and organizations such as the [Centers for Disease Control and Prevention](#) & [World Health Organization](#) to stay informed about health recommendations and information.

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We've developed this template to help you communicate with tenants and other key stakeholders. **Add or delete information in each category below to plan your next tenant communication.**



Hygiene Initiatives

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Noteworthy Achievements

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Hygiene Resources

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Suggestion Box

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Promoting Hygiene and Wellness Protocols

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Building Spotlight

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To learn more, visit these sites: [hand hygiene](#) and [surface disinfecting](#).

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