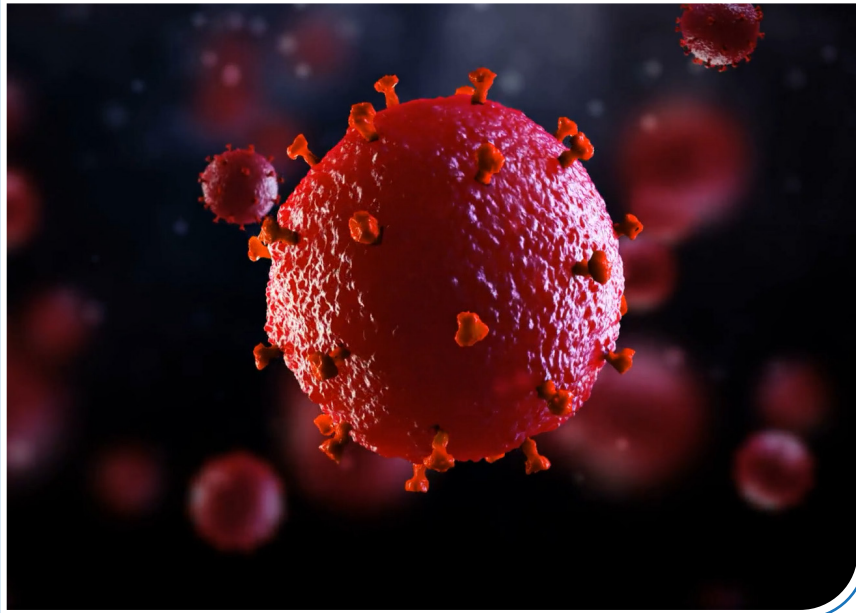


CleanCheck[®]

TRAINING SYSTEM

**POST PANDEMIC CLEANUP
AND DISINFECTION**



We
make
clean
simple[®]

The CleanCheck Post Pandemic Cleanup and Disinfection module will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated CleanCheck cards should be used as routine cleaning checklists to reinforce these proper procedures.

Some cleaning procedures apply to every environment. Prior to beginning the Post Pandemic Cleanup and Disinfection, you should complete Certification for the Safety module and the other modules related to the segments or surfaces you will be working in.

Remember to assess the area to be cleaned before starting any cleaning procedure. As a rule, you will want to work from a top down left to right pattern or right to left pattern, working your way out of the area. Should you have any questions be sure you consult your supervisor before starting to work.

Critical Identifying Information

It is time to reopen the facility and make sure it remains clean and safe moving forward. In order to do so properly the following questions must first be answered:

- Is the facility a controlled environment or community facility?
- How long has the facility been empty?
- What is the difference between cleaning and disinfecting?
- Should the focus be on cleaning or disinfecting?

Controlled environments are places including operating rooms, intensive care rooms, or isolation rooms in an acute care hospital or long-term care facility. Why is this? Because in a controlled environment, once the space is cleaned and disinfected, the facility staff tightly controls not only who enters the area but the conditions such in which they may enter. This is based on the risk for both the people there and the people visiting the area and if they can mitigate that risk with personal protective equipment (ppe). If this describes your environment then you should follow the procedures listed in the related CleanCheck Healthcare modules, and if an area of the facility is suspected of being contaminated with the SARS-CoV-2 Coronavirus, follow the CleanCheck procedures for terminal cleaning of an isolation room and follow your organization's policy for respiratory isolation.

Community facilities are almost all non-healthcare businesses, places of worship, entertainment, community buildings, government locations, schools and daycare centers, that are visited by the general public. While not designed or intended to be a controlled environment like specialized hospital rooms, community settings can be made safe for not only the staff but also the general public. Please keep in mind these areas were never built to be maintained like a hospital room nor should they be expected to be maintained that way. This is because the health and risk level of the general public is much better than that of a patient in a hospital. The next question is; has the facility or area being re-activated remained empty for at least 7 days? If so, according to testing conducted by National Institutes of Health (NIH) Rocky Mountain Labs, the virus has been inactivated or "killed" by time, so no further disinfection is required. If not, you will want to clean and disinfect contaminated touch points.

According to the Centers for Disease Control in Atlanta (CDC):

- **Cleaning;** refers to the removal of dirt and impurities, including germs from surfaces. Cleaning alone does not kill the germs. But by removing the germs it decreases their number and therefore any risk of spreading infection.
- **Disinfecting;** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

In most community facilities, unless there has been a known or suspected outbreak in the building during the past 7 days, the primary focus should be on cleaning the surfaces. In facilities with known or suspected contamination in the past 7 days, frequently touched surfaces need to be cleaned and then disinfected. Prior to entering the building allow 24 hours after last contamination or follow the CDC guidelines for air exchanges to ensure airborne droplets are out of the air thus not creating a potential recontamination issue.

Post Pandemic Cleanup and Disinfection Steps

OVERVIEW OF REQUIRED STEPS

1. Identify all frequently touched surfaces
2. Apply personal protective equipment (PPE)
3. Gather supplies and prepare cleaning solutions
4. Clean all soiled surfaces
5. Apply appropriate Spartan disinfectant
6. Wipe or rinse surfaces
7. Inspect work
8. Clean and return supplies
9. Remove PPE
10. Thoroughly wash hands

REQUIRED PRODUCTS

- 2 Disinfectant/Sanitizer
- 3 All Purpose Cleaner
- 6 Degreaser
- 9 Specialty Cleaner

THE NEW NORM

The entire landscape of the JanSan Industry will be altered for the foreseeable future.

- Continued social distancing
- Restrictions on visitors and foot traffic
- Hand washing and sanitizing requirements
- Heightened focus on disinfection and cleaning frequency
- Increased reliance on EVS and custodial services to keep buildings safe
- BSCs and in-house cleaning operations required to document and validate processes.



New Role: High Touch Porter

- PEACE OF MIND
- Constantly wiping high touch surfaces throughout the day
- This could be someone that uses Sani-Tyze because of contact time, surface compatibility and no PPE required

Dealing with Supply Chain Shortages: Larger Pack Sizing

- Having Customers save quart bottles to refill from drums
 - This way they have a bottle with a secondary label
- Setup customers with a couple of cases of something like TB-Cide Quat in quarts and sell them pails or drums of TB-Cide Quat to refill



SANI-TYZE®



#319503

Sanitizing Wiper

Sani-Tyze, food contact surface sanitizer, is a ready-to-use quaternary-based cleaner, sanitizer and deodorizer formulated for maximum economy and convenience wherever food is processed, prepared, or served. Sani-Tyze can be used as a light duty cleaner on any multi-touch surface such as refrigerators, drinking fountains, and ice machines or it can be used as an effective deodorizer. EPA Reg. No. 10324-107-5741

Sani-Tyze, desinfectante de superficie para contacto con alimentos, es un limpiador, desinfectante y desodorizante de uso cuaternario listo para utilizar formulado para la máxima economía y conveniencia en cualquier parte que procesan, preparan o sirven los alimentos. Sani-Tyze se puede utilizar como un limpiador liviano en cualquier superficie multitáctil, como refrigeradores, fuentes de agua potable y máquinas de hielo, o puede usarse como un desodorizante efectivo.



- No PPE Required
- No Rinse - Food Contact Surface Safe
- Peace of Mind - Helping to Reduce Pathogens
- Great for Patrons and Employees to Use Throughout the Day
- \$43.05/case (12x32 oz)

TB-CIDE QUAT®



#102103

Disinfecting Wiper

TB-Cide Quat is a ready-to-use; intermediate level; one step cleaner and disinfectant for use in hospitals; nursing homes; schools; etc.; where infection control is of prime importance. Effective in the presence of 5% blood serum; TB-Cide Quat is suitable for clean-ups per the Bloodborne Pathogen Standard and is effective against MRSA & CA-MRSA; VRE; Canine Parvovirus; Norwalk Virus; and many other pathogens of concern. EPA Reg. No. 1839-83-5741

TB-Cide Quat es un limpiador y desinfectante de nivel intermedio listo para utilizar en hospitales, hogares de ancianos, escuelas, etc., donde el control de la infección es de primordial importancia. Efectivo en presencia de suero sanguíneo al 5%, el TB-Cide Quat es adecuado para limpiezas según el Estándar de Patógenos Transmitidos por la Sangre y es eficaz contra MRSA y CA-MRSA, VRE, Parvovirus Canino, Virus Norwalk y muchos otros patógenos de preocupación.

- 2 minute Human Coronavirus claim
- 10 minute Emerging Viral Pathogen claim
- Alkaline pH - Great at Cleaning
- PPE Required
- \$54.25/case (12x32 oz)

DIFFENSE®



#102403

Health Care Disinfecting Wiper

Diffense is an EPA-registered; broad spectrum; cleaner disinfectant proven to kill Clostridium difficile spores. Effective against a comprehensive range of harmful bacteria and viruses and less than one minute disinfection; Diffense is ideal for areas where infection control and the prevention of healthcare associated infections (HAIs) is mission critical. EPA Reg. No. 5741-28

Diffense es un desinfectante de amplio espectro registrado en la EPA, que ha demostrado matar las esporas de Clostridium difficile. Efectivo contra un rango completo de bacteria y virus dañinos y con menos de un minuto de desinfección, Diffense™ es ideal para zonas en las que el control de infecciones y la prevención de infecciones asociadas con la atención de la salud (HAIs) es misión crítica.

- 30 second Emerging Viral Pathogen claim
- 8 minute C-Diff claim
- Bleach-based
- \$56.25/case (12x32 oz)

SAFETY: Be sure to read all directions, precautionary and first aid statements on product label/SDS before using these or any other chemicals. Always use personal protective equipment as directed.

SEGURIDAD: Asegurese de leer todas las instrucciones, la informacion de prevencion y primeros auxilios en las etiquetas de los productos/SDS antes de utilizar cualquier tipo de quimico. Siempre utilice el equipo de proteccion personal, tal como se indica.



HDO NEUTRAL®



#120204

List N Dilutable Disinfectant - End of Day Disinfection

Cost effective, one-step 1:128 dilution, neutral pH, quat for cleaning and disinfecting all hard environmental surfaces. 400 ppm hard water claims in the presence of 5% blood serum. Destroys antibiotic-resistant bacteria including MRSA and tough viruses. For health care and other institutional and commercial applications. Effective against HBV, the HIV Virus, and HCV (Hepatitis C Virus). EPA Reg. No. 10324-155-5741

Es económico con una dilución de 1:128, de un solo pasado, pH neutral, cuaternario para limpiar y desinfectar todas superficies ambientales duras. Declaraciones de efectividad en 400 ppm de agua dura en la presencia del suero sanguíneo del 5%. Destruye organismos resistentes antibióticos incluyendo MRSA y poderosos virus. Recomendado para instituciones de cuidado para la salud y otras instituciones, y aplicaciones comerciales. Efectivo contra el VHB, el Virus del VIH y el VHC (Virus de la Hepatitis C).

- 1 ounces per gallon
- 10 minute Human Coronavirus claim
- Neutral pH - Surface Safe
- Secondary Label: 965100
- Available in 5, 15, 30, 55 and 330 gal
- \$77.80/case (4x1 gal)

HALT®



#101804

List N Dilutable Disinfectant - End of Day Disinfection

Halt is a hospital grade; one-step cleaner; bacteriacidal; virucidal; mildewcidal; fungicidal; disinfectant proven effective against norovirus; canine parvovirus and blood borne pathogens. At 1:64 dilution; Halt economically disinfects and deodorizes. With a fantastic; fresh scent; Halt leaves surfaces clean; germ-free; and safe! EPA Reg. No. 10324-93-5741

Halt es un limpiador de un paso, bactericida, virucida, mildicida, fungicida, desinfectante de grado hospitalario probado eficaz contra norovirus, parvovirus canino y patógenos transmitidos por la sangre. A una dilución de 1:64, Halt desinfecta y desodoriza económicamente. ¡Con un aroma fantástico y fresco, Halt deja las superficies limpias, libres de gérmenes y seguras!

- 2 ounces per gallon
- 10 minute Human Coronavirus claim
- Alkaline pH - Great at Cleaning
- Secondary Label: 903300
- Available in 5, 15, 30, 55, 275 and 330 gal
- \$91.55/case (4x1 gal)

SAFETY: Be sure to read all directions, precautionary and first aid statements on product label/SDS before using these or any other chemicals. Always use personal protective equipment as directed.

SEGURIDAD: Asegúrese de leer todas las instrucciones, la información de prevención y primeros auxilios en las etiquetas de los productos/SDS antes de utilizar cualquier tipo de químico. Siempre utilice el equipo de protección personal, tal como se indica.



Hand Soap



Cranberry Ice®
Foaming Handwash



Citrus Fresh
Foaming Handwash



LEED Buildings
Green Cleaning
EPA Safer Choice

Hand Sanitizer



Lemon Blossom
Hand Sanitizer

Alcohol Free

Antimicrobial Hand Soap



Eucalyptus Mint
Sanitizing Handwash



E2 Sanitizing
Handwash

No Dye, No Fragrance
(food grade)



Healthcare
Personnel Handwash

Hospital Grade

What You Need to Know:

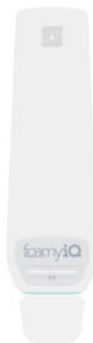
- NO DISPENSER NEEDED
 - Solves the Problem for Industry Shortage on Hand Hygiene Dispensers!
- Clean & Fresh Dispenser Every Time
 - Helping to Ensure a Safe Hand Hygiene Program
- Industry First Closed Loop System Cartridge/Dispenser Combo
 - Contamination Resistant
- Case Size: 4 x 1,250 mL
- 1,900 Pumps per Cartridge
- 1 Key Included in Each Case
- Wall Brackets Must be Ordered for Install
 - 1 Bracket Needed per Install Location
 - NOT Included with Cartridge Case (Order as Separate Item)

Item # foamyIQ Description

460200	Cranberry Ice Handwash
460800	Citrus Fresh Handwash
460400	Lemon Blossom Hand Sanitizer
460300	Eucalyptus Mint Sanitizing Handwash
460600	E2 Sanitizing Handwash
460500	Healthcare Personnel Handwash
943700	Mounting Bracket
946100	Cover Plate, White (25/cs)
46000	Custom Logo Cover Plate (25/cs – 2 case min)
99067	Hand Sanitizer Cover Plate (25/cs)
246026	Key



Attach

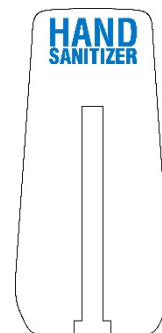


Deplete



Repeat

Now Available! foamyIQ Hand Sanitizer Cover Plates!



We have created a hand sanitizer cover plate for foamyIQ that is available for order!

Part Code: 99067

TB-CIDE QUAT®



#102103

List N RTU Disinfectant - End of Day Disinfection

TB-Cide Quat is a ready-to-use; intermediate level; one step cleaner and disinfectant for use in hospitals; nursing homes; schools; etc.; where infection control is of prime importance. Effective in the presence of 5% blood serum; TB-Cide Quat is suitable for clean-ups per the Bloodborne Pathogen Standard and is effective against MRSA & CA-MRSA; VRE; Canine Parvovirus; Norwalk Virus; and many other pathogens of concern. EPA Reg. No. 1839-83-5741

TB-Cide Quat es un limpiador y desinfectante de nivel intermedio listo para utilizar en hospitales, hogares de ancianos, escuelas, etc., donde el control de la infección es de primordial importancia. Efectivo en presencia de suero sanguíneo al 5%, el TB-Cide Quat es adecuado para limpiezas según el Estándar de Patógenos Transmitidos por la Sangre y es eficaz contra MRSA y CA-MRSA, VRE, Parvovirus Canino, Virus Norwalk y muchos otros patógenos de preocupación.

- 2 minute Human Coronavirus claim
- 10 minute Emerging Viral Pathogen claim
- Great solution for wipe substitute
- Available in 5, 15, 30, 55, 275 and 330 gal (1017)
- \$54.25/case (12x32 oz)

HDQ NEUTRAL®



#120204

List N Dilutable Disinfectant - End of Day Disinfection

Cost effective, one-step 1:128 dilution, neutral pH, quat for cleaning and disinfecting all hard environmental surfaces. 400 ppm hard water claims in the presence of 5% blood serum. Destroys antibiotic-resistant bacteria including MRSA and tough viruses. For health care and other institutional and commercial applications. Effective against HBV, the HIV Virus, and HCV (Hepatitis C Virus). EPA Reg. No. 10324-155-5741

Es económico con una dilución de 1:128, de un solo pasado, pH neutral, cuaternario para limpiar y desinfectar todas superficies ambientales duras. Declaraciones de efectividad en 400 ppm de agua dura en la presencia del suero sanguíneo del 5%. Destruye organismos resistentes antibióticos incluyendo MRSA y poderosos virus. Recomendado para instituciones de cuidado para la salud y otras instituciones, y aplicaciones comerciales. Efectivo contra el VHB, el Virus del VIH y el VHC (Virus de la Hepatitis C).

- 1 ounces per gallon
- 10 minute Human Coronavirus claim
- Secondary Label: 965100
- Available in 5, 15, 30, 55 and 330 gal
- \$77.80/case (4x1 gal)

SANI-TYZE®



#319503

Peace of Mind - Helping to Reduce Pathogens

Sani-Tyze, food contact surface sanitizer, is a ready-to-use quaternary-based cleaner, sanitizer and deodorizer formulated for maximum economy and convenience wherever food is processed, prepared, or served. Sani-Tyze can be used as a light duty cleaner on any multi-touch surface such as refrigerators, drinking fountains, and ice machines or it can be used as an effective deodorizer. EPA Reg. No. 10324-107-5741

Sani-Tyze, desinfectante de superficie para contacto con alimentos, es un limpiador, desinfectante y desodorizante de uso cuaternario listo para utilizar formulado para la máxima economía y conveniencia en cualquier parte que procesan, preparan o sirven los alimentos. Sani-Tyze se puede utilizar como un limpiador liviano en cualquier superficie multitáctil, como refrigeradores, fuentes de agua potable y máquinas de hielo, o puede usarse como un desodorizante efectivo.



- No PPE Required
- Spray and Wipe to Reduce Pathogens
- No Rinse - Food Contact Surface Safe
- Great for Patrons and Employees to Use Throughout the Day
- \$43.05/case (12x32 oz)

FOAMYIQ™ CITRUS FRESH FOAMING HANDWASH



#460800

Hand Soap

A smart choice for LEED buildings or green cleaning programs. It is formulated with ingredients made from renewable resources and features a refreshing citrus fragrance. foamyIQ is the result of years of research, customer feedback and product engineering. By design, there are no costly dispensers to install, maintain or repair. And no refilling is necessary. When foamyIQ is empty, simply remove it from the bracket, and snap on a fresh, new one. It's as simple as: Attach, Deplete, Repeat.

Una opción inteligente para edificios LEED o programas de limpieza ecológica. Está formulado con ingredientes hechos de recursos renovables y cuenta con una refrescante fragancia cítrica. foamyIQ es el resultado de años de investigación, comentarios de los clientes e ingeniería de productos. Por diseño, no hay dispensadores costosos para instalar, mantener o reparar. Y no es necesario rellenar. Cuando foamyIQ está vacío, simplemente retírelo del soporte y coloque uno nuevo. Es tan simple como: sujetar, agotar, repetir.



- Industry First Dispenser/ Cartridge Combo
- CDC Recommends to Wash Hands
- Mounting Bracket: 943700 - FREE
- Cover Plate: 946100
- \$57.35/case (4x1250ml)

FOAMYIQ™ LEMON BLOSSOM FOAMING HAND SANITIZER



#460400

FDA Approved Hand Sanitizer

Specially formulated to be alcohol-free and triclosan-free. This gentle and effective foaming, anti-bacterial hand sanitizer features a light, floral fragrance. foamyIQ is the result of years of research, customer feedback and product engineering. By design, there are no costly dispensers to install, maintain or repair. And no refilling is necessary. When foamyIQ is empty, simply remove it from the bracket, and snap on a fresh, new one. It's as simple as: Attach, Deplete, Repeat.

Especialmente formulado para ser libre de alcohol y triclosan. Este desinfectante de manos antibacteriano, espumoso y efectivo, cuenta con una fragancia floral suave. foamyIQ es el resultado de años de investigación, comentarios de los clientes e ingeniería de productos. Por diseño, no hay dispensadores costosos para instalar, mantener o reparar. Y no es necesario rellenar. Cuando foamyIQ está vacío, simplemente retírelo del soporte y coloque uno nuevo. Es tan simple como: sujetar, agotar, repetir.

- Industry First Dispenser/ Cartridge Combo
- For Use When Water is Not Readily Accessible
- Mounting Bracket: 943700 - FREE
- 'Hand Sanitizer' Cover Plate: 99067
- \$70.30/case (4x1250ml)

SAFETY: Be sure to read all directions, precautionary and first aid statements on product label/SDS before using these or any other chemicals. Always use personal protective equipment as directed.

SEGURIDAD: Asegúrese de leer todas las instrucciones, la información de prevención y primeros auxilios en las etiquetas de los productos/SDS antes de utilizar cualquier tipo de químico. Siempre utilice el equipo de protección personal, tal como se indica.





Welcome to your CleanCheck Training System

Congratulations, you have made an investment in employee professionalism and performance by selecting the CleanCheck Training System for your staff training and education needs. CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment. Complete with bilingual video tutorials, training manuals, on-the-job cards and testing tools, CleanCheck is a thorough program that trains employees and keeps you compliant.

Training Videos

The CleanCheck Training Videos provide step-by-step procedural instruction on cleaning specific areas in your facility. Each video module covers the cleaning process end-to-end, but is also offered in single chapters so specific tasks can be easily revisited or re-trained. Available in both English and Spanish, CleanCheck video modules also offer DVD or web-based viewing to meet the needs of your diverse and dispersed organization.

Color-coded Product Categories

CleanCheck utilizes color-coded product categories to identify which products are right for the job. Displayed as colored/numbered dots throughout the videos, cards and manual, CleanCheck includes corresponding stickers that can be applied to the actual product containers so there is a direct association between each chemical and the cleaning category identified in the training and CleanCheck job cards. This provides more assurance that the right product is used for each cleaning challenge.

1 Glass Cleaner

2 Disinfectant

3 All Purpose Cleaner

4 Air Freshener

5 Carpet Care

6 Degreaser

7 Stripper

8 Finish/Wax/Seal

9 Specialty Cleaner

10 Laundry Care

Training Manual

The CleanCheck Training Manual includes detailed instructions on proper cleaning and procedures. Pages can be used as a handout during employee training, or a reference for employee training and re-training. As with all CleanCheck components, images and color-coded product categories reinforce the procedures taught in the instructional video modules.

On-the-job Cards

The CleanCheck job cards allow employees to perform each cleaning step with confidence when they're ready to clean by themselves. Housed with dual rings, you can easily separate and customize your card sets based on which employees will need which job cards depending on their cleaning tasks. Employees can simply check off each step as it's completed with the provided erasable pen.

CleanCheck job cards follow the procedural instructions covered in the video modules, so it's a good idea to have the cards on hand during your staff's initial training. This way, employees can quickly correlate the images on the videos with the cards. In fact, you should encourage employees to check the steps of each procedure as each is completed in the video/DVD. This is a great way to promote audience participation and reinforce use of the jobs cards.

Cards are bilingual (English on front, Spanish on back)

Color-coded list of products required for this section

Complete each step in the order they are presented

Check-off your work as it is completed

Use the product(s) when indicated within a step

The image displays three CleanCheck job cards. The first card is bilingual, showing the front (English) and back (Spanish) views. The front view is titled 'LODGING/HOSPITALITY' and lists 'REQUIRED PRODUCTS' with a color-coded list: 1 Glass Cleaner, 2 Disinfectant/Sanitizer, 3 All Purpose Cleaner, 4 Air Freshener, 5 Carpet Cleaner, and 10 Laundry. The back view is titled 'HOSPEDAJE' and lists 'PRODUCTOS NECESARIOS' with a color-coded list: 1 Limpiavidrios, 2 Desinfectante, 3 Producto de limpieza, 4 Ambientador, 5 Producto de limpieza para alfombra, and 10 Lavandería. The second card is a checklist titled 'Routine Cleaning of Occupied Guest Room' with 10 steps, each with a corresponding image and a check-off box. The steps are: 1 Gather supplies, 2 Before opening guest room door, be sure to knock and announce yourself, 3 Inspect the room for maintenance issues, 4 Apply gloves, 5 Empty and clean ice bucket, 6 Remove soiled glassware and other dining items from guest room, 7 Remove trash from guest room, 8 Gather and inspect towels and washcloths, pre-spot, and place in soiled linen cart, 9, and 10. The checklist is partially completed, with steps 1, 2, and 3 checked off.

Online Testing, Tracking and Certification

When training is complete, you can reward employees for a job well done. Simple tests and personalized certificates for each area are included with the CleanCheck system. Online testing is available and will provide trackable results for each employee. Test questions focus on the basic concepts, while correct answers facilitate success and professional workmanship. Present these certificates with enthusiasm. Your employees will appreciate you taking pride in their work.



1. Identify all frequently touched surfaces

Before starting to clean identify the frequently touched surfaces in the facility. These are the locations that provide the greatest chance of contact transmission and will be the areas that need to receive extra focus in the facility. While the most common touch points in community settings will be doors and handles, phones, counter tops, railings, carts, chairs and tables; each facility has its own set of special high touch points. For instance; some facilities have locks on lockers, registers, work out gear, membership or credit card readers, etc. As a note Spartan's CompuClean Facility Management Software can be used to build your list of frequently touched surfaces and also offers mobile inspections to validate performance and document corrective actions.



2. Apply personal protective equipment (PPE)

In cleaning up behind the SARS-CoV-2 Coronavirus, selection of PPE is determined greatly by two factors; what is our risk level of exposure and what tools and products are we working with. According to the Occupational Safety and Health Administration better known as OSHA when it comes to occupational exposure, the OSHA risk pyramid is broken into four levels of risk; Very High Risk, High Risk, Medium Risk, and Lower Risk (caution). Based on its breakdown occupational exposure for almost all workers will fall into the Lower Risk category, with most cleaning and disinfecting positions outside healthcare settings being categorized as low to medium exposure risk. The risk level is elevated to medium when we are cleaning and disinfecting for a facility suspected to or known to have been recently contaminated with SARS-CoV-2. Also, the CDC recommends PPE selection be based on if you are protecting yourself for standard precautions and contact transmission or for droplet or airborne infection isolation precautions.

Additionally, workplace selection of PPE is going to be based not only on what cleaners and disinfectants you are going to be using but also the delivery method or tools used. For instance, if simply using a saturated wipe to clean off a door handle you may only need gloves. According to the CDC for each piece of PPE needed the donning order should be as follows noting that if an item is not necessary skip to next item on the list that is:

1. Wash hands with soap and water for 20 seconds and thoroughly dry them.
2. Put on gown. Note if wearing a zip front coverall style gown, to prevent head contamination later when removing gown, it is recommended that you put on a first pair of gloves prior following the instructions in step five. Then return here to go through the remaining steps.
3. Put on mask or respirator
 - a. Make sure all ties are in the middle back of the head
 - b. Fit flexible band to nose bridge
 - c. Fit snug under chin
 - d. Fit check the respirator
4. Goggles or face shield
 - a. Place over face and eyes adjust to fit
5. Gloves
 - a. If wearing gown extend to cover wrist of Isolation gown



3. Gather supplies and prepare cleaning solutions

Gather necessary supplies. This may include Microfiber cloths, mops, pads, disposable wipers, charging buckets, and spray bottles. Dilute concentrated chemistry. If using a concentrated cleaner or disinfectant be sure to dilute properly and preferably through a dispenser. This will help ensure that you are using the proper levels of the disinfectant to eliminate the pathogen of concern. Additionally, it prevents waste of product from occurring.

Fill a clean bucket, spray bottle, charging bucket, or wipes recharge bucket with the Spartan cleaner, cleaner disinfectant or disinfectant of your choice.

3
6
9



4. Clean all soiled surfaces

Clean all soiled surfaces using the appropriate Spartan cleaner or cleaner disinfectant of your choice based on soil load. Begin by applying the selected product to the surface. On vertical surfaces apply in a bottom to top left to right or right to left pattern and wipe in a top down left to right. On horizontal surfaces work in a right to left or left to right pattern being sure to flip your wiping tool often to make sure you are removing all the soil and with it reducing the germs present. When all sides of the wiping tool are visibly soiled either dispose of or place in soiled linen container for laundering. Note: If not sure how to complete a specific procedure, for example how to clean a floor, please refer back to the related CleanCheck Module, in this case as Hard Floor Care.

2



5. Apply appropriate Spartan disinfectant

Apply appropriate Spartan disinfectant following the same pattern used in the previous step. Be sure to pay attention to saturate all high touch surfaces. Allow the disinfectant to remain on the surface for the contact time specified on the product label.



6. Wipe or rinse surfaces

Depending on the products and tools used, allow for the proper dwell or contact time. Pay extra attention to high touch and sensitive surfaces. Then thoroughly rinse, wipe, or allow to air dry.



7. Inspect work

At this point you or your supervisor may visually inspect your work and may utilize tools such as an ATP to measure the presence of organic material. This process when combined the quality assurance and corrective action capabilities of Spartan's CompuClean Facility Management System provides both you and your customer the reassurance that the surfaces are safe clean and there is reliable documentation to support the work completed.



8. Clean and return supplies

When finished or at the end of your shift return supplies. Drain, clean, and wipe down equipment. Any unused disposable wipers that have been charged with a disinfectant need to be disposed of. Any launderable cloths or pads not used must be put into soiled linen and be laundered before using again.



9. Remove PPE

On all PPE outside of isolation rooms the outside front surfaces are considered soiled when removing. The CDC recommends that PPE should be removed in the following order to limit potential exposure.

1. Gloves. As we are touching all of the soiled surfaces and tools, gloves or if wearing two layers of gloves the outer pair should be removed first.
 - a. Using a gloved hand, grasp the palm of the other glove and peel off first glove.
 - b. Holding the removed glove in the palm of your other gloved hand carefully slide the exposed finger inside the wrist of the second glove and peel off inside out.
 - c. Discard in proper bin being careful to only touch the inside of the gloves.
2. Goggles or face shield
 - a. Remove goggles or face shield by lifting back of headband or earpieces over the top of your head or from back to front if over ears. Be careful not to touch the contaminated front part with your hands. If reusable put in designated receptacle for reprocessing. If not discard appropriately.
3. Gown
 - a. Untie the back of the gown slide your hands inside the sleeves and ball the gown up inside out to contain all contamination. Note if using a zip up front gown unzip gown and remove being careful to only touch the outside of the gown using gloved hands.
 - b. If launderable place in soiled linen bag. If disposable discard appropriately and remove second set of gloves following the glove removal procedure.
4. Mask or respirator
 - a. Remove mask from the back to the front either by untying or lifting the straps grasping the bottom strap first and lifting both over your head. Be careful not to touch the contaminated front area.



10. Thoroughly wash hands

Thoroughly wash your hands with soap and water for 20 seconds. Wet hands add soap and scrub to generate a lather. Be sure to scrub between and around your fingers. Dry and dispose of towel.