

# HOW WE ARE KEEPING YOUR WORKPLACE CLEAN AND SAFE

## TALON PURE CLEANING INITIATIVE

To aggressively combat the spread of novel coronavirus (COVID-19) Talon | M has implemented a cleaning initiative following guidance from the World Health Organization (WHO) and Center for Disease Control (CDC).

The focus of the cleaning initiative is a disinfecting protocol to minimize the spread of the virus from employee and visitor contact with contaminated surfaces. According to the World Health Organization (WHO), when someone who has COVID-19 coughs or exhales they can release droplets of infected fluid. Droplets may fall on nearby surfaces door handles/push plates/ crash bars, conference room tables, restroom fixtures and countertops. Disease transmission occurs by individuals touching contaminated surfaces then touching their eyes, nose, or mouth. The disinfecting protocol does not address infection by close personal contact and possible infection by the inhalation of infected aerosols (speech).

The disinfecting protocol has been implemented in conjunction with our janitorial contractor as their commitment to the process is critical to its success. The effort focuses on high-touch surfaces identified below:

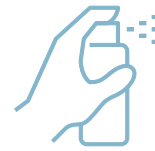
- Doorknobs, handles, push pads, crash bars
- Light switches
- Handrails
- Common area Conference Room tables, chairs
- Common lobby tables, chairs, benches
- Water fountains
- Common area restroom sinks, fixtures, countertops
- Elevator buttons



## DISINFECTING PROTOCOL

### MATERIALS

- General cleaning materials (standard antibacterial soaps/ water) are used prior to disinfection to eliminate dirt and/or oil/grease.
- Our janitorial contractor has been directed to use only disinfecting products that are EPA-approved for use against SARS-CoV2 and are identified on the EPA's "List N"; or a dilute solution of an EPA-registered chlorine bleach (sodium hypochlorite).
- Employers should consider wiping workstation components (keyboards, phones, desks, monitors) with EPA-approved alcohol-based wipes containing at least 70% alcohol.
- Employers should also be aware that many general household products are effective disinfectants against COVID viruses. You can refer to the EPA website as a resource: [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)



## TALON | M JANITORIAL PROCESS

### CLEANING AND DISINFECTION

- Clean dirty, oily and greasy surfaces prior to disinfection.
- Wipe all frequently touched surfaces with disinfectant using disposable paper towels, disposable cloths or impregnated wipes. Keep surface wet with disinfectant for the necessary period of time according to the product label. Allow the surfaces to completely air dry.
- Cleaning staff utilize personal protective equipment (PPE) as recommended by the manufacturer of the cleaning products being used and follow all safety precautions and warnings provided on the product label or SDS.

## FREQUENCY OF CLEANING AND DISINFECTION

- Common Areas – lobbies/corridors/restrooms. The frequency of cleaning and disinfection increases in high traffic areas or during high traffic times. We consider the traffic patterns of the common areas and address throughout the day with Day Porter resources.
- Office entries and reception areas:
  - » The building janitorial vendor cleans and disinfects early in the evening after most or all employees have left for the day.
  - » We encourage employers to clean after employees have arrived, again following lunch.
  - » We encourage employers to provide disposable disinfectant-impregnated wipes identified on EPA’s “List N” (see above) to employees and visitors with instructions to wipe down (disinfect) commonly used surfaces such as keyboards, light switches, desks, doorknobs, sinks and remote controls before each use.
- When reopened Building Conference rooms will be cleaned following each scheduled meeting. We encourage employers to follow the same protocol within their premises. (Upon initial reopening, building conference rooms will only be scheduled twice per day to allow for cleaning protocol.)
- We encourage employers to clean kitchenettes after coffee is prepared in the morning and following lunch.
- We encourage employers to request employees to clean/ disinfect their workstations daily.
- We can facilitate communication for employers to contract directly with janitorial resources to establish additional in-office cleaning/disinfecting during business hours.




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