



Everyday Branch actions to avoid the spread of Coronavirus:

- Do interviews virtually, if possible.
- Encourage applicants taking the ATAT safety training to do so online and offsite, whenever possible.
 - ATAT link <https://qpsemployment-greenlight.silkroad.com/student/default.aspx?parms=1>
- Minimize the number of kiosks used and clean thoroughly between uses.
- Identify one area where applicants can be interviewed, so we limit the number of areas to be cleaned.
- Do not allow applicants in other areas of the branch.
- Identify one desk where we sign e-docs. This should ideally be the desk closest to the door.
- Clean rideshare vans thoroughly between rides.
- Concentrate your cleaning in high touch areas – kiosks, lobby tables, front counters, AE bathrooms, etc.
- If you run out of cleaner, source replacements locally.
- Follow all established cleaning and disinfection practices below to prevent exposure. If there is a suspected exposure with test results pending, or a confirmed case with a positive result, work directly with HR for guidance and instruction, Also, let your region leader know.

Cleaning and Disinfection Best Practices

- Close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Reach out to HR for guidance and instruction.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas), focusing especially on frequently touched surfaces.
- An external cleaning company may be contracted to clean areas where a positive test for COVID-19 is reported in our branch or location.

How to Clean and Disinfect Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not expired. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.



Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

