

# Preparedness Plan Requirements Guidelines – Janitorial and Custodial Services

Businesses engaged in janitorial and custodial services generally include, but are not limited to, the commercial cleaning of properties, including multi-residential facilities (e.g. apartment buildings), commercial offices, educational settings, medical settings, and general commercial and industrial businesses. In addition, janitorial and custodial services can include, but are not limited to, workers performing services for their employer's facilities, those performing services for a contract-service, and those performing property maintenance and management services. Workers include, but are not limited to custodians, janitors, housekeepers, or cleaners.

As required by Executive Orders issued by Governor Tim Walz under the Peacetime Emergency, businesses in this sector must develop and implement COVID-19 Preparedness Plans that address the hazards of COVID-19 transmission at the worksites. Businesses must address all the guidance requirements applicable to their worksites in their COVID-19 Preparedness Plans and as set out in each of the components below. Unless clearly indicated that an action included in the guidance is recommended, businesses should understand that the action is required, if applicable to their business. Businesses must ensure the plan is evaluated, monitored, executed, and updated under the supervision of a designated plan administrator. Employers must ensure the plan is posted at all the business's workplaces in readily accessible locations that will allow for the plan to be readily reviewed by all workers, as required. Posting may be accomplished through electronic dissemination of the plan as long as workers have access to means to review the electronic posting.

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## Worker protections and protocols for all workplaces

For the purposes of this guidance, a "worker" includes all workers performing work at a business's worksite or performing work for a business. All workers, including employees, subcontractors, independent contractors, vendors, delivery-personnel, contract, part-time, seasonal or temporary workers, and workers provided through staffing businesses, however categorized, are required to be

included in the COVID-19 preparedness plan. All workers must be properly trained on and adhere to the policies, protocols, and practices as outlined within this guidance.

In addition, a “business” includes all businesses that maintain any level of authority, responsibility, or control for the work sites where work is being performed, which may include, but not limited to, businesses, facility owners and/or operators, and public entities. For the purposes of this guidance, and consistent with multi-employer work-sites, work being performed and/or work-sited may have more than one business with authority, responsibility or control (e.g. building operator and cleaning services contractor), all of which maintain equitable responsibility for ensuring the proper implementation and execution of the COVID-19 Preparedness Plan.

## **Responsibilities of hosting businesses**

1. All businesses, including hosting businesses, contract service providers and staffing agencies, must develop and implement a written COVID-19 Business Preparedness Plan specific to its work activities and workers performing work for their business.
2. Hosting businesses are businesses in whose workplaces, workers of other businesses are performing work, including subcontractors, independent contractors and workers engaged by contract service providers and staffing agencies.
3. Hosting businesses must ensure all other businesses who have workers performing work at their workplace, including subcontractors, independent contractors, and workers who perform work for contract-service providers and staffing agencies, develop and provide to the hosting business a written COVID-19 Business Preparedness Plan that properly addresses the COVID-19 protocols and practices specific to their workers and work activities at the hosting business’s workplace.
4. Hosting businesses must review written COVID-19 Business Preparedness Plans provided by each business whose workers are performing work at the their workplace to ensure COVID-19 protocols and practices can be effectively implemented and integrated at the workplace, are in alignment with other business’s plans at their workplace, and ensure the work activities of any worker does not interfere with, impeded, or create any additional risk to other workers within the workplace.
5. Hosting businesses must ensure all businesses and those business’s workers who have performed work at their workplace are immediately informed of their possible exposure to another worker who is COVID-19 positive, as provided below under “Ensure Sick Workers Stay Home.”
6. All businesses must ensure diligent investigations are conducted to evaluate and assess instances, whether actual or potential, involving workers who are COVID-19 positive, or where the business has reason to believe a worker may be COVID-19 positive, to ensure timely and appropriate action is taken to mitigate the potential spread of COVID-19 amongst all workers at the workplace, as provided below under “Ensure Sick Workers Stay Home.”
7. The responsibility required of hosting businesses does not minimize, mitigate, or substitute for the obligations of every business at the workplace, including subcontractors, independent contractors, contract service providers and staffing agencies, to develop and implement their own written COVID-19 Business Preparedness Plan.

## Ensure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH)'s Visitor and Worker Health Screening Checklist ([www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)). The checklist is also available in Hmong, Somali, and Spanish ([www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)).
2. Workers with COVID-19 symptoms should be sent home immediately. If they cannot be sent home immediately, isolate in a closed room until they can be sent home. Workers who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished.
3. Establish a process to identify contact between infected workers and other workers who may have been exposed ([CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020 www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)).
4. Establish communication protocols and steps to take when workers have been exposed to COVID-19 in the workplace. If a worker is confirmed to have COVID-19, inform fellow workers of their possible exposure to COVID-19 at the work-site while maintaining confidentiality as required ([www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)).
5. Designate an individual to maintain communication with and gather information from workers who may be ill, as to ensure the privacy of workers is maintained.
6. Establish worker sickness reporting protocols.
7. Establish protocols for workers to return to work after isolation or quarantine and follow MDH Guidance ([www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)).
8. Evaluate and adjust sick leave policies to reflect the need for isolation and quarantine and create incentives for workers who are sick to stay home.
9. Provide accommodations for “high risk” and vulnerable populations. See CDC’s People Who are at Higher Risk for Severe Illness ([www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)). Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce these workers’ risk of exposure.
10. Clearly communicate sick leave policies to all workers.

## Social distancing – workers must be at least six-feet apart

1. Maximize remote-working – Workers who are able to work from home must work from home.
2. Stagger shifts; extend work hours and create additional shifts to reduce number of workers per shift to prevent congregating in off-loading areas, staging areas, changing areas, doorways, corridors, janitor’s closets, sink-rooms, transport areas, and timeclock areas.

3. Evaluate and manage traffic flows, patterns and “bottlenecks” to reduce crowding at entrances, in hallways, elevators, waiting areas, break areas, locker-areas, access points, etc.
  - Designate one way entrances and exits that facilitate six-foot distancing.
  - If time clocks are in use, consider alternatives such as phone-based apps, web-based apps or cameras to clock workers in and out.
  - Mark out 6-foot distances or circles for workers to stand in while they wait to punch in, to conduct health assessments, to perform handwashing, waiting for transportation and in other areas where workers would normally congregate.
4. Avoid having workers facing each other at workstations.
5. Limit collective gatherings of workers to 10 people or less, as necessary to maintain social distancing. Implement static assignment of workers and work-crews to businesses and work-areas. For example, Bob, Julie, and Indigo always work together, and are assigned to the same work site every day, rather than reporting to different work sites throughout the week or being re-assigned with different crew members.
6. Create and designate additional break areas (including outside, when practical) for breaks and meals. Revise break times to prevent congregating in cafeterias and breakrooms.
  - Spread out or remove table and chairs in break areas so they are at least six feet apart and install barriers where necessary.
  - Remove seating where you do not want workers to congregate.
  - Provide additional trash-receptacles to ensure trash is readily disposed of. Relocate trash-receptacles to minimize workers having to travel longer distances and through areas of congestion. Ensure that trash-receptacles are emptied regularly.
7. Limit numbers workers in restrooms or at handwashing facilities. Consider adding hand washing facilities if necessary.
8. Ensure physical distancing in work areas, including at workstations, corridors, concession areas, production lines, cafeterias, break rooms, etc.
  - Isolate workers to certain areas of the facility (zones).
9. Move workstations to promote social distancing. Install plexiglass barriers or stretched plastic on a frame made of non-porous material to provide a protection barrier between workers where social distancing cannot be implemented.
10. Make a 6-foot line in front of desks that are used by workers.
11. Limit worker interaction across worksites unless at least six-foot distance is maintained.
  - Use walkie talkies or headphones so workers can communicate from a distance.
12. Pre-plan maintenance activities to minimize having other workers in the area.
13. Ensure there is at least 6 feet between participants during meetings or trainings or conduct virtual meetings.
14. Schedule virtual meetings whenever possible to avoid non-critical business travel.
15. Have in-person meetings only if it is critical to business operations.

- Before the meeting, send participants a summary of COVID-19 safeguards being employed.
- At the start of the meeting, provide a verbal reminder about what is expected.
- Arrange chairs so participants are at least six feet apart.
- Use the largest meeting room available.
- Limit the number of participants to 10 or fewer.
- Open windows and doors whenever possible to make sure the business is well ventilated.

## Worker hygiene and source controls

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.
2. Require and allow workers sufficient time to wash their hands frequently, including arrival and departure from the workplace, before and after using the restroom, before eating and drinking, and after touching surfaces that may be contaminated.
3. Provide required protective supplies and personal protective equipment, such as source control face coverings, gloves, disinfectants, guards, shields, etc.
4. Post “hand-washing” and “cover your cough” signs.
5. Require the use of source control face coverings (e.g. cloth face coverings) if social distancing cannot be maintained.
  - Launder reusable face coverings before each daily use.
  - CDC also has additional information on the use of face coverings [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) including washing instructions and information on how to make homemade face covers.
6. Ensure supplies in restrooms are regularly monitored and continuously stocked.
7. Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door-operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, the business must ensure a trash-receptacle is placed by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste-receptacles should not interfere with Life Safety requirements (e.g. egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
8. Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.
9. Provide tissues for proper cough or sneeze etiquette and no-touch disposal bins.
10. Ensure workers are laundering work apparel daily, as provided below under “Additional Protections and Protocols for Work Clothes and Hand Washing.”

## WORKPLACE BUILDING AND VENTILATION PROTOCOLS

General building conditions: Businesses must assess the status and capacities of the utility-systems within the building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the Authorities Having Jurisdiction.
2. Assess the building for indications of pest and vermin infestation and consult a pest-control professional as appropriate.
3. Respiratory protection may be necessary when entering and working in buildings after prolonged shut down. See Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation ([www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html](http://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html)).
4. See CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation ([www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html](http://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html)).

Ventilation system start-up: Businesses must evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout the building.

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
2. For heating-ventilation-air-conditioning systems that recirculate air, businesses need to improve central-air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred) and seal the edges of filters to further limit by-pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air-conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

Day-to-day operations: Once systems are in a safe operational status, businesses should ensure the following practices and protocols are maintained:

1. Continuously maximize fresh air into the workplace and eliminate air recirculation.
2. Maintain relative humidity levels of RH 40-60%.
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.
5. Check and rebalance the HVAC system to provide negative air-pressure whenever possible.
6. Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
7. Minimize air flow from blowing across people.

- Avoid having fans blow air from one worker onto another.
8. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See ASHRAE's COVID-19 Preparedness Resources ([www.ashrae.org/technical-resources/resources](http://www.ashrae.org/technical-resources/resources)).

## Workplace cleaning and disinfection protocols

1. Establish a documented sanitization schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitization occurs.
2. Frequently clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
3. Routinely inspect, maintain, clean and disinfect separation barriers and other safeguards.
4. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
5. Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source and cleaned and disinfected in accordance with the listing/labeling requirements.
6. Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
7. Avoid sharing of tools, writing utensils, keyboards, control buttons, scanners. Any shared items need to be wiped before and after each use.
8. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) [List N](#) has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 ([www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2))
9. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.

## Drop-off, pick-up, and delivery practices and protocol

1. Receive deliveries via a contactless method whenever you can.
2. Businesses must provide for contactless deliveries that promote for delivery at a doorstep, where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between the worker and the delivery person. Whenever possible, businesses should attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between workers and delivery personnel.
3. Ensure equipment, materials, products, and items are being delivered, dropped off or picked up are prescheduled and coordinated. Deliveries, drop-offs, or pick-ups must be performed one

load, carrier, or vehicle at a time, and multiple deliveries, drop-offs, or pick-ups should not be performed simultaneously. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.

4. Workers must maintain a distance six feet or greater from others during interactions while receiving or exchanging deliveries.
5. Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

## **Communications and training practices and protocol**

All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training must be provided by and paid for by the business. The training must be provided in a manner and language that each worker can understand and must be adjusted to reasonably accommodate all limiting factors present. See "OSHA's Resource for Development and Delivery of Training to Workers" ([www.osha.gov/Publications/OSHA3824.pdf](http://www.osha.gov/Publications/OSHA3824.pdf)). See also Minnesota's "Small Assemblies for Testing and Training" for guidance with facilitating training for workers while addressing COVID-19 implications ([dli.mn.gov/sites/default/files/pdf/COVID-19\\_training\\_facilities.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf)).

1. Businesses must ensure the COVID-19 Business Preparedness Plan is posted at all of the business's workplaces in readily accessible locations and is shared with and reviewed by all workers.
2. Businesses must ensure the necessary or required rules and practices are communicated to workers, and adequately enforce their provisions.
3. Businesses must ensure the necessary or required protocols and practices are communicated to temporary, part-time, seasonal and contract workers, and ensure protocols and practices are required by businesses providing temporary, part-time, seasonal and contract workers.
4. Ensure all workers, including temporary, part-time, seasonal and contract workers, are provided with and using personal protective equipment necessary to perform their work.
5. Workers must ensure they comply with and follow established rules and practices.
6. Maintain signage reminding workers of protections and protocols, including social-distancing, hand-washing, and respiratory-etiquette.

## **Additional protections and protocols for personal protective equipment (PPE)**

7. Require workers to wear source control face masks, face coverings or disposable masks along with the other required PPE that is needed if social distancing cannot be maintained.
8. Limit the use of filtering facepiece respirators, unless required for work being performed, by following other COVID-19 exposure control strategies and use of other facial coverings.
9. Impact resistant face shield can be used instead of safety glasses when fogging of glasses occurs during source control face mask or face covering use, but it must be marked ANSI Z87 or Z87+.

10. Required PPE, along with training, is to be provided and paid for by the employer.

## **Additional protections and protocols for janitorial and custodial services**

1. Conduct a walkthrough inspection of the locations to be cleaned to document sanitation needs and determine the proper cleaning agents that will be used.
2. Coordinate services with hosting businesses, other businesses who have worker performing work and occupants to minimize occupancy at the time the services are provided to allow for social distancing.
3. Schedule services during off hours or low peak hours.

## **Additional protections and protocols for training for janitorial and custodial services**

1. Workers are required to be trained on their exposure to hazards in the location being cleaned including exposure to COVID-19 and hazards associated with the chemicals they are using to clean.
2. Provide initial and annual chemical training to workers for new and existing chemical products used for cleaning and sanitizing as required by OSHA's Hazard Communication Standard ([29 CFR 1910.1200](#)) and MNOSHA Employee Right-to-Know ([MN Rule 5206](#)).
3. Provide training and communicate proper selection, use, storage, and donning & doffing procedures for personal protection equipment to all affected workers.
4. Train workers not to touch their face while cleaning unless they have washed or sanitized their hands immediately before touching their face.
5. Workers are required to be trained on the hazards associated with SARS-CoV-2, the symptoms of the virus, how it is transmitted and how to avoid potential exposure.
6. Additional training is required for workers who clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.

## **Additional protections and protocols for PPE for janitorial and custodial services**

1. Conduct a risk assessment to determine proper types of personal protective equipment. Use safety data sheets (SDSs) to determine appropriate personal protective equipment.
2. Personal protective equipment must be properly sized and fit workers.
3. Personal protective equipment must be readily available for workers.
4. Gloves are required while cleaning and handling trash.
5. Discard disposable gloves after each cleaning.
6. Reusable gloves – dedicate a pair to disinfecting for COVID-19.
7. Wear skin protection for potential splash hazards.

8. Wash or sanitize your hands each time you remove your gloves.
9. Eye protection is required as listed on the Use safety data sheets (SDSs) for the chemical.
10. Ensure eyewash facilities are available for use where corrosive splash hazards exist.
11. A source control face mask is required if you cannot maintain proper social distancing while in the workplace.
12. Provide respirators to workers when required based upon Use safety data sheets (SDSs) for work to be performed and working conditions.
13. Have a system in place to inventory personal protective equipment (PPE) (e.g. current supply and future supply) and estimate usage demands (based on sanitation schedules, exposure assessments etc.), and have supply lines in place to ensure workers remain protected.

## **Additional protections and protocols for work clothes and hand washing**

1. Cleaning staff should wear uniforms or designated work clothes.
2. Work clothing should be washed after cleaning.
  - Consider requiring workers to bring a change of clothes to work and changing before they leave the workplace.
  - Used work clothes should be stored in a plastic bag until they can be washed.
  - Work clothes should be immediately removed and washed upon arrival at home and before interacting with household members.
  - Work clothes may be washed in accordance with clothing or detergent instructions.
3. Work clothing should only be worn for work.
4. Handwashing should be performed with soap and water for at least 20 seconds when cleaning work is completed.
5. Handwashing should be performed again upon arrival at home.
6. Handwashing should be performed after workers remove gloves and before and after you eat, drink, smoke, use the restroom, touch your phone or headphones, or apply lip balm or cosmetics.
7. Discourage the use of personal devices while working.
8. If personal devices are used, encourage the cords to be run inside the clothing to discourage the cords from getting entangled with the trash or other items.
9. Do not touch personal items while wearing gloves.
10. Disinfect any items used during work.

## **Additional protections and protocols for janitorial and custodial work process**

1. Close off the room (e.g. restroom or small room) including the doorway at all times while cleaning to ensure social distancing.
2. Post signage or placards specifically advising that the area is closed for COVID-19 cleaning.
3. Ask people within cubes and offices to place trash cans outside their work areas to prevent having to enter personal work areas.
4. Post the sanitation schedule for all workers.
5. Make sure trash bags are wrapped and sealed before removing them from trash bags.
6. Hold trash bags away from the body.

## **Additional protections and protocols for janitorial and custodial cleaning**

1. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency’s (EPA) List N has identified a list of products that meet EPA’s criteria for use against SARS-CoV-2. See EPA’s List N: Disinfectants for Use Against SARS-CoV-2 ([EPA-approved disinfectants](#)).
2. Read and follow the directions on the product label. Determine:
  - If the product is appropriate for the surface being cleaned.
  - The contact time of the product.
3. Pre-clean surfaces with soap and water if the surface is visibly dirty, then use a disinfectant.
4. Follow the contact time for the product. The contact time is the amount of time the surface should remain wet for the product to be effective.
5. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours. Keep all disinfectants out of the reach of children. [Read EPA’s infographic on how to use these disinfectant products](#) safely and effectively.
6. Label all cleaning products including diluted cleaning solutions.
7. Employers should ensure that workers do not use cleaning procedures that could re-aerosolize infectious particles, as much as possible. This includes avoiding practices such as dry sweeping or using high-pressure streams of water or cleaning chemicals (i.e., based on SARS-CoV-2 exposure risk in the work environment).
8. Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials. Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item’s label. Find more information on developing strategies for Cleaning and Disinfecting Your Facility on the CDC website.

## **Additional protections and protocols for cleaning areas with suspect or confirmed COVID-19 case**

1. Inform workers of any areas to be cleaned where a person with suspected or confirmed COVID-19 has been so that necessary precautions can be taken.
2. Perform enhanced cleaning and disinfection after people suspected or confirmed to have COVID-19 have been in the facility. See CDC's Cleaning and Disinfecting Your Facility (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).
  - Close off areas visited by the ill person(s);
  - Increase ventilation in the areas visited by the ill person(s) including opening outside doors and windows in the area;
  - Wait 24 hours or as long as practical before beginning cleaning and disinfection;
  - Clean and disinfect all areas that may have been accessed or touched by the ill person(s), including IT equipment (e.g. computers, keyboard, computer mice, etc.), offices, break rooms, restrooms, and vending machines or ATMs, other commonly touched surfaces.

## **Additional protections and protocols for janitorial/custodial chemicals**

1. Open any windows or outside doors turn on any fans to increase ventilation when working with chemicals.
2. Follow the instructions on the label:
  - Do not use more chemical or product than is needed-use the amount recommended on the label
  - Use water at room temperature for dilution (unless stated otherwise on the label)
  - Store and use disinfectants in according to the label.
3. Do not mix bleach or other cleaning and disinfection products together (fumes may be created that are dangerous to breathe in).
4. Never eat, drink, breathe or inject products into your body or apply directly to your skin - this can cause serious harm.

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# Appendix A – Guidance for developing an Employer Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – [mn.gov/deed/newscenter/covid/](http://mn.gov/deed/newscenter/covid/)

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

AIHA Back to Work Safely <https://www.backtoworksafely.org/>

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](https://www.youtube.com/watch?v=LdQuPGVcceg)

## **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](https://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](https://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [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)

## **Workers exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](https://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – [mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp](https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp)

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

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