



THE COVID-19 BACK-TO-WORK GUIDE

Creating Your Reopening
Action Plan Following
the COVID-19 Pandemic



**Steps for creating
a safe reopening
cleaning plan**



**Answers to
commonly asked
reopening questions**



**Tips and reminders
for business leaders
and teams**

BASED ON CDC GUIDELINES

What You Need to Know as You Head Back to Work

Although many people are beginning to reopen their doors to the public, business leaders need to understand that this does not mean we're in the clear. The CDC guidelines encourage all businesses to continue to maintain strict safety precautions to reduce the risk of disease and prevent the spread of COVID-19.

As you head back into work to pick up production, better serve your customers, reunite with your team members and make the most of the rest of 2020, it's your responsibility to create the safest environment possible for your staff, your visitors and your community.

But this isn't an impossible feat. By following the CDC's recommendations and taking some extra steps to keep your building clean, you can move forward with confidence.

Who is this guide for?

This guide is for business owners, facility managers, HR professionals and other key business leaders in charge of organizing reopening efforts for their facilities.

The slow reopening of businesses does not mean a return to normal operations. It means carrying social distancing practices over into the workplace and implementing new policies to protect your people.

Simple Back-to-Work Checklist

The CDC recommends taking a specific approach to developing, implementing and maintaining a safe reopening plan. This easy checklist breaks down the actions that should be taken at each stage.

Developing Your Plan

- ☒ Determine what needs to be cleaned
- ☒ Determine what needs to be disinfected
- ☒ Determine the resources and equipment needed

Implementing Your Plan

- ☒ Clean visibly dirty surfaces with soap and water
- ☒ Select appropriate cleaning and disinfecting products
- ☒ Follow instructions printed on product labels

Maintaining Your Plan

- ☒ Continue cleaning and disinfecting on a regular basis
- ☒ Maintain safe behavioral practices among your team
- ☒ Implement additional practices that reduce exposure potential

Diving into the Details

Using the simple checklist is a great approach to crafting your back-to-work cleaning plan, but if you're not sure where to begin, the CDC has provided more guidance around what these steps entail.

Developing Your Plan

What needs to be cleaned?

Surfaces that aren't frequently touched should be cleaned, but don't necessarily need to be disinfected. If your facility has been unoccupied for seven days or more, it will require routine cleaning to reopen.

What needs to be disinfected?

Frequently touched surfaces like doorknobs, countertops, phones, keyboards, touchscreens and toilets will need disinfection. Soft and porous materials that aren't touched frequently should be cleaned according to the item's label, and rugs and seating may be removed or stored to reduce cleaning and disinfecting challenges.

What resources and equipment should you use?

Consult the list of EPA-approved disinfectants to determine what resources to use based on the material you're disinfecting. Keep the availability of cleaners, disinfectants and personal protective equipment (PPE) in mind and always wear gloves appropriate for the chemicals you use.

Many businesses turn to professional commercial cleaning companies for help with obtaining the right resources and equipment to clean their spaces or for assistance in performing a more complete clean. Through these expert teams, you can find tools like electrostatic disinfection technology to clean your facility faster and more efficiently and save money on purchasing your own cleaning products separately.

Implementing Your Plan

How should you get started?

Begin by cleaning all visibly dirty surfaces and objects. You can do this by simply using soap and water. Be sure to use the appropriate cleaning and disinfectant products for your needs and consult the instructions found on product labels to use them properly and ensure an effective clean. They may reveal information on concentration, dilution, application method, contact time and other special considerations. When you finish cleaning, wash your hands thoroughly for twenty seconds with soap and water.



Maintaining Your Plan

What should you do after the first clean?

All businesses should continue cleaning and disinfecting their facilities on a regular basis. Surfaces frequently touched by multiple people should be cleaned and disinfected at least once a day. You should also continue following safe behavioral practices at your workplace, such as social distancing, frequently washing your hands, wearing cloth face covers, not touching your face and staying home when sick.

A photograph of two people in an office setting. On the left, a person with long brown hair, wearing a grey long-sleeved shirt, black pants, a teal face mask, and blue gloves, is sitting in a grey office chair and pointing at a document on a desk. On the right, a person with dark hair, wearing a blue button-down shirt and a teal face mask, is also sitting at the desk. In the background, there is a computer monitor displaying a bar chart, a desk with various items, and a window with horizontal blinds.

Remember:

Maintaining your plan is more than simply executing your back-to-work cleaning strategy. It's continually reevaluating your cleaning performance, plan effectiveness and ongoing needs to update your initial plan as needed.

Taking It a Step Further

As you develop, implement and maintain your compliant cleaning and reopening strategy, consider exploring additional opportunities to adjust your workplace to reduce risk exposure. This can include separating the distance between desks in an office space, making use of desk partitions, encouraging more remote work or accommodating other social distancing needs as more team members begin to use the space.

More efforts you can explore to supplement your back-to-work plan include:

- Establishing increased social distancing approaches
- Improving ventilation and providing hygiene resources
- Educating staff on effective disease prevention tactics
- Reviewing business practices and internal communications
- Exploring flexible sick leave, remote work and related policies



Communicating with Your Team & Community

An important part of creating a successful reopening strategy is communicating its intent and its components to all involved parties. This means that not only are companies now responsible for developing a compliant back-to-work plan, but they're also responsible for ensuring that plan is seen, heard and followed by all. And sharing relevant information with your community—your partners, customers and prospects—is also a good way to let them know that you are taking a smart and strategic approach to getting back in business and you are looking out for your team.

Here are some helpful tips for communication surrounding your strategy:

- Start the conversation about your reopen early to map out ideas and tactics
- Assemble the right internal team to manage and implement your plan
- Get in touch as soon as possible with cleaning companies to secure services
- Share important aspects of your finished plan with employees
- Keep partners, vendors and customers updated on your operations and safety tactics
- Encourage all involved parties to reach out to you for questions and concerns
- Consult legal council as needed to ensure procedures and protocols are compliant
- Continue to look for and follow new federal, state and local guidelines

Confronting COVID-19 with Expert Help

Your business is eager to welcome back team members and increase your capacity to serve your community and industry. Accomplishing this following a pandemic is challenging but not impossible. As you coordinate your unique reopening initiatives, an easy way to check cleaning off the list is to get help planning and implementing a CDC compliant cleaning strategy.

Commercial Cleaning Corporation offers expert guidance on cleaning preparation and provides special tools and services for deep cleaning, disinfection and sanitizing that can ensure a safe return to your workplace. We also stock a complete line of supplies, including hand soaps, sanitizing systems and disinfectant sprays and wipes, to get the job done right if you choose to implement your cleaning plan on your own.

A person wearing dark pants and shoes is using a long-handled cleaning tool, possibly a vacuum or a long-reach mop, on a dark floor. The background is a blurred indoor setting with large windows or glass partitions.

**Get in touch with us today for
help crafting your reopening strategy.**

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Source: Reopening America Guidance, Centers for Disease Control and Prevention