



PERFECT BUILDING MAINTENANCE
a division of PBM, LLC

PANDEMIC DISEASE PROTOCOL

- **Distribute educational materials to staff, clients and tenants**
 - Distribute educational pamphlets
 - Maintain open dialogue with all affected parties
 - Monitor CDC reports and distribute amongst stakeholders

- **Implement 'healthy worker' program**
 - Encourage workers to become immunized if possible
 - Encourage workers with symptoms to remain home
 - Remove workers from the workplace, those workers presenting symptoms'

- **Educate Workers on Behavioral Control**
 - The importance frequent hand washing – after sneezing, coughing, nose blowing or touching possibly contaminated surfaces
 - The need for respiratory hygiene – cover coughs and sneezes with corner of elbow and dispose of tissues properly immediately after use

- **Increase usage of Personnel Protective Equipment (PPE's)**
 - Wear N-95 Masks
 - Wear protective eye ware
 - Use Disposable gloves
 - Provide hand sanitizers for workers
 - Provide disposable coveralls for bathroom workers

- **Implement 'Enhanced Green Cleaning' throughout building**
 - Communicate changes with stakeholders
 - Instruct workers on new routines
 - Return to standard green cleaning after outbreak has subsided
 - Substitute Green Seal Chemicals with the most environmentally friendly (yet effective) chemical products capable of sanitizing and disinfecting

- **Enhanced Green Cleaning Routines**
 - Concentrate on High Touch (non-porous) items – follow dwell times of chemical products
 - Door handles, push plates and handrails
 - Kitchen/bathroom faucets
 - Light switches
 - Buttons – elevators, vending machines, etc
 - Shared equipments – fax machines, copiers, etc



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- **Contaminated area clean up – Using SaniGuard system**
 - Identify area of contamination
 - Inform stakeholders of decontamination procedure
 - Ensure workers are wearing correct and properly fitting PPE's
 - Work from farthest corner to exit, backing out of area
 - Spray SaniGuard on hard surfaces
 - Wipe phones, keyboards, mice, etc with SaniGuard wipes
 - Activate SaniGuard foggers

- **Return to normal cleaning operations**
 - Return to normal procedures *only* after authorities have proclaimed the emergency over
 - Complete final sanitation/disinfecting of building
 - Sanitize/disinfect all cleaning tools and equipment
 - Replace sanitizing/disinfecting cleaning products with Green Seal cleaning products
 - Re-institute regular cleaning assignments