

Disinfection Process for Lexington Office Space/Equipment

In the past several weeks we have been receiving frequent updates about the Coronavirus (COVID19). We have a collective team working on the prevention. One of the areas where we feel you can help us make a difference and be proactive in preventing this virus is in the area of infection control.

We have reviewed our processes and are asking that everyone with office space **disinfect the following office equipment daily** using the instructions listed below:

- Desk, door, and cabinet knobs
- Light switches
- Faucets
- Phones
- Key boards
- Mouse
- Desks
- Scanners
- Hard surfaces (arms of chairs etc.)

Instructions for Disinfection

- 1) Wash hands.
- 2) Put on gloves.
- 3) Clean all surfaces using a Clorox Disinfecting Wipe or a Flex Wipe Disinfecting Wipe.
- 4) Dispose of wipe and change gloves.
- 5) Obtain a new Clorox Disinfecting wipe or Flex Wipe. When wiping down the surface ensure that it stays damp for the corresponding products contact time listed below:
Do not rinse.

Product	Contact Time to Disinfect
Clorox Disinfecting Wipes (SDS #191)	4 min
Flex Wipes Disinfecting Wipes (SDS #235)	10 minute

- 6) Remove gloves and dispose of in the garbage.
- 7) Wash hands.

This is the minimum that a surface must be disinfected. **Every time a surface is visibly soiled it must be cleaned. If equipment has visible blood or body fluid on it, the surface must be immediately disinfected using Oxivir TB. This product and instructions for its use can be found in the spill kit at your location. If you are unsure where to find the spill kit please speak with your supervisor.**

In our larger program buildings the Custodial Team will be disinfecting the copiers, fax machines, water coolers, microwave number pads, etc... at least twice daily. Please make it a practice to wash your hands after using any of this equipment outside of your own office.

In addition to improving our disinfection practices we would like everyone to ensure you are taking the follow action:

- Allow six feet between you and other people when entering and navigating throughout the building.
- Sign in using the process asked of you by the receptionist or greeter.
- Upon arrival to work please wash your hands prior to starting your shift.
- Avoid touching you face.
- When you have equipment that minimizes your need to touch services at work such as garbage cans with a foot pedal please take advantage of the opportunity to reduce the amount of contact you have with items.

Thank you for your commitment to keeping our environment safe for everyone.

If you have any questions in regards to this system or you need more placards please contact Michelle Peryea, RN, Safety and Wellness Coordinator at (518) 775-5420.