



SUNDT

BASIC OFFICE HYGIENE GUIDELINES

Facility managers should take the following steps to **prevent the spread of COVID-19** in our offices:

1. Appropriately clean your facility.
 - a. “High-contact” surfaces should be cleaned at least twice each workday, followed by a disinfectant. High touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - b. At a minimum, cabinets, planning boards, remote controls, chargers, common area furniture and any shared piece of equipment should be cleaned daily.
 - c. Offices, including desks and keyboards might only be used by one or two people, so they might be cleaned less often.
2. For basic cleaning, most name-brand products that remove dirt, oils, wax and grime are the right first step—but they don't disinfect. The [EPA lists cleaning and disinfection products](#) known to be effective against the COVID-19 virus. These products can be an important second step for surfaces many people might touch. These do not replace hand soaps or hand sanitizers for personal use.
3. Place [handwashing signs](#) in restrooms and breakrooms.
4. Perform a daily check of soap dispensers, paper towel dispensers, hand dryers, and hand sanitizer stations. Increase hand sanitizer locations to include lobbies, break rooms, conference rooms and kitchens.
5. Place a trash can near restroom exit doors to encourage towel-touch exiting.
6. Place disinfectant wipes near high contact surfaces such as water-coolers, kitchen/break room counters, conference rooms and other locations with shared high-contact surfaces.
7. If someone at your office or project is believed to have been exposed to COVID-19, that location must follow a special deep-cleaning, or viral contamination cleanup, process.

FOR ANY QUESTIONS ABOUT SUNDT'S COVID-19 POLICIES EMAIL CRISIS@SUNDT.COM OR CALL 480.293.3255
