



COVID-19 Mitigation: Common Facility Touchpoints

General reference guide for identifying touchpoints to maintain a safe and clean workspace.

Cleaning and Disinfection

Proper cleaning and disinfection will need to be carried out routinely in common or shared areas in a facility, with best practices indicating that both processes should occur three (3) times throughout the day and night shift. The Center for Disease Control and Prevention (CDC) recommends that disposable gloves are worn during both processes and for persons to wash hands immediately after the gloves are discarded.

To achieve a safe environment both cleaning and disinfection must be carried out properly. Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface while disinfecting kills any remaining germs on surfaces, reducing risk of spreading infection. For additional information on these processes, visit our [COVID-19 FAQ](#) or contact our experts.

Identifying Touchpoints

Mitigation of the coronavirus (COVID-19) is utmost priority for all businesses looking to safely reopen their doors to the public. All businesses should consider conducting an evaluation of their facility to determine their key touchpoints throughout the area to inform their approach to developing a cleaning, sanitization, and disinfection plan to keep their facility safe and clean.

Commonly shared spaces and employee workspaces have an increased likelihood of disease spread due to the high volume of foot traffic. These areas include lounges, breakrooms, cafeterias, conference rooms, kitchens, warehouse stations, and any other location which employees may congregate in including but not limited to their designated working space. It is important to note that each facility is different and depending on industry and facility type common areas and touchpoints will vary. Guidance on a specific facility's touchpoints can be provided by our experts.

Bathrooms

- Entry and exit door handles
- Stall door handles and locks
- Flush handles or buttons
- Sink faucet knobs
- Light switches
- Paper towel dispenser
- Toilet paper holder opening
- Soap and paper towel dispensers

*Consider installing touchless equipment for lights, toilets, and faucets.

*Push doors should have the frame and two feet surrounding cleaned and disinfected

Breakrooms

- Entry and exit door handles
- Microwave keypad and door handle
- Vending machine keypads and item swing door
- Refrigerator door handle
- Self-serve dispenser buttons or pump handles
- Storage cabinet handles
- Coffee pot handles, Single-pod coffee machine buttons
- Water dispenser buttons
- Light switches

Conference Rooms

- Keyboards, laser pointers, and phone consoles
- Tabletops, chair arm rests, chair adjustment gears
- Projector and remote buttons
- Entry and exit door handles
- Communal use markers, pens, headsets, laptops
- Light switches



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Warehouse Space

- Barcode scanning tools
- Pallet jack handles
- Robotic user interface pads
- Shared computer workstations (mouse, keyboard, monitor, desk chair)
- All entry and exit door handles
- Loading dock control system

Recommendations

Businesses will need to develop enhanced cleaning practices in a more comprehensive approach to daily scope, understanding that most facilities will need to be cleaning and disinfecting high-contact touchpoints at a minimum of three times per day. Partnering with janitorial and cleaning experts can help alleviate the stresses that come with creating a written mitigation plan that meets CDC, EPA, and OSHA guidelines. At minimum, businesses should consider the CDC's guide to [disinfecting your facility](#) seen below.

Develop Your Plan

- Determine what needs to be cleaned. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.
- Determine how areas will be disinfected. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.
- Consider the resources and equipment needed. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Implement

- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Use the appropriate cleaning or disinfectant product. Use an environmental protection agency (EPA)-approved disinfectant against COVID-19 and read the label to make sure it meets your needs.
- Always follow the directions on the label. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

Maintain and Revise

- Continue routine cleaning and disinfection.
- Continue or revise your plan based on appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

At Get Clean Services, we strive to create a benchmark for your cleaning and mitigation plan that exemplifies a professional best practices approach to keep sites clean and safe each day. Our team specializes in creating personalized solutions for our clients, becoming the single point of contact for mitigation of COVID-19 related issues and other janitorial/facility services. We specialize in creating a program that will become a part of your business plan and work culture, promoting practices that seek to achieve, maintain, and sustain a healthy and safe environment for your customers, staff, and community.

For more information on hot zones and touchpoints specific to your facility, contact us at info@getcleanservices.com or (866) 722-0906.