SAFE STORAGE OF CHEMICALS DURING A SUSPENSION OF OPERATIONS

Foodservice – Hospitality – Laundry – Facilities
Pool and Spa – Water Filtration





SHUTDOWN PROCEDURES DUE TO COVID-19

- In these unprecedented times, many businesses are temporarily shutting down operations to comply with government regulation or due to operational disruption.
- This guide is intended to help you safely clean and disinfect your property and safely store chemicals.
- For additional information on cleaning and disinfection, refer to Ecolab's "Customer Cleaning and Disinfection Guidance."
- This document is not meant to cover all shutdown procedures. Every facility will need to follow their own protocols and may need to take additional steps outside of this document.
- Refer to product label for complete directions for use.
- Refer to equipment manufacturer's instructions for shutdown procedures on any non-Ecolab equipment.
- Reopening will be discussed in a separate document.



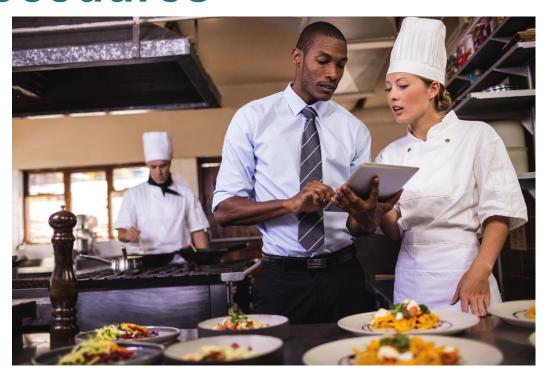


Foodservice - Shutdown Procedures



SHUTDOWN PROCEDURES

- 1. Follow **STANDARD PROCEDURES** to ensure entire facility is cleaned, sanitized and **disinfected** properly.
- 2. Empty any chemicals from spray bottles in accordance with product label and triple-rinse with fresh water. Leave spray bottles open to air dry.
- 3. Ensure that all dispensing equipment is secure and functioning properly.
- 4. Drain the dishmachine wash tank and power off the machine.
- 5. Break down the dishmachine and clean/sanitize any removable parts in the 3-compartment sink. Leave parts to air dry.
- 6. Drain 3-compartment sinks and any other sinks (i.e, produce wash sink, bar sinks).
- 7. For locations with **Water Filtration** refer to the <u>Water Filtration</u> Procedures.
- Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space).
 Store only like chemicals together.



- Provide Personal Protective Equipment (e.g., gloves, goggles/eye protection, masks) as directed by local and federal public health authorities for employees and infected individuals.
- · Follow all guidance as directed by public health authorities.
- Check product labels and SDS for proper storage and safety information.







SHUTDOWN PROCEDURES

- 1. Follow **STANDARD PROCEDURES** to ensure entire facility (including all guest rooms) is cleaned and **disinfected** properly.
- 2. Remove all linen from the room to be laundered. See <u>Laundry</u> Shutdown Procedures for additional information.
- Place housekeeping carts into storage and remove all items on the cart. Empty any chemicals from spray bottles in accordance with the product label and triple-rinse with fresh water. Leave spray bottles open to air dry.
- 4. Return any ready-to-use spray bottles to storage.
- 5. Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). **Store only like chemicals together.**
- For locations with Pool and Spa refer to the <u>Pool and Spa Procedures</u>.



- Provide Personal Protective Equipment (e.g., gloves, goggles/eye protection, masks) as directed by local and federal public health authorities for employees and infected individuals.
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Laundry – Shutdown Procedures



SHUTDOWN PROCEDURES

- 1. Process all dirty linen prior to shutdown.
- 2. Empty all washers and dryers and leave doors open.
- 3. Clean out dryer lint traps. If HVAC systems or ventilation in the laundry rooms is shut off, then turn off the pilot light on the dryers.
- 4. Shut off water to the washers (hot and cold) if accessible and safe to do so.
- 5. Shut off power to the dispensers if accessible and safe to do so.
- 6. Turn down/off any water heaters.
- 7. Leave all laundry chemicals that are connected to dispensing equipment in place and ensure a proper connection. Do not stack these chemicals or manipulate the dispensers in any way.
- Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). Store only like chemicals together.



- Provide Personal Protective Equipment (e.g., gloves, goggles/eye protection, masks) as directed by local and federal public health authorities for employees and infected individuals.
- · Follow all guidance as directed by public health authorities.
- Check product labels and SDS for proper storage and safety information.

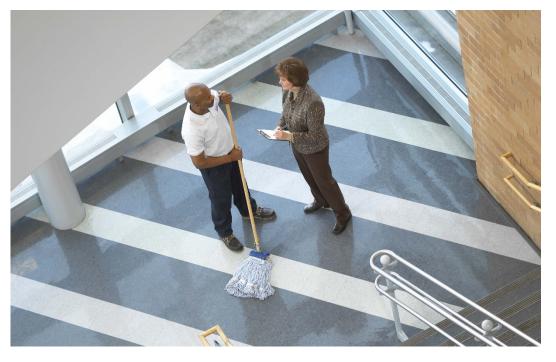




Public Spaces - Shutdown Procedures

SHUTDOWN PROCEDURES

- Follow STANDARD PROCEDURES to ensure entire facility is cleaned, sanitized and disinfected properly.
- 2. Empty any chemicals from spray bottles in accordance with the product label and triple-rinse with fresh water. Leave spray bottles open to air dry.
- 3. Ensure that all dispensing equipment is secure and functioning properly.
- Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). Store only like chemicals together.
- 5. For locations with Pool and Spa refer to the Pool and Spa Procedures.
- For locations with Water Filtration refer to the <u>Water Filtration</u> Procedures.



- Provide Personal Protective Equipment (e.g., gloves, goggles/eye protection, masks) as directed by local and federal public health authorities for employees and infected individuals.
- · Follow all guidance as directed by public health authorities.
- Check product labels and SDS for proper storage and safety information.



Pool and Spa – Shutdown Procedures

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SHUTDOWN PROCEDURES

- 1. Do NOT drain pools in most cases it is safer and more cost effective to continue treating the water during a shut down period.
- 2. Maintain pump performance and keep water circulating to prevent stagnation.
- 3. Heater and chlorine set points may be lowered if desired (2 ppm).
- Follow proper operation, maintenance, and disinfection guidelines (e.g., with chlorine and bromine) – this helps prevent additional expenditures upon reopening.

SPAS / HOT TUBS:

- 1. Small bodies of water can typically be drained in a safe manner ensure the entire system, filters and lines are clear of water to prevent mold and biofilm build-up.
- 2. If spas/hot tubs are not going to be drained, follow the pool closure treatment guidelines.
- Return unused chemicals that are not connected to dispensers to the chemical storage area (preferably a cool, dry, locked space). Store only like chemicals together.



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- Check product labels and SDS for proper storage and safety information.



Water Filtration and Softening – Shutdown Procedures (1)



SHUTDOWN PROCEDURES

Water Filtration:

- NO action needed upon shutdown.
- Filters can be left in place for **up to 4 weeks** during a shutdown.
- If after 4 weeks normal operations have not resumed, upon reopening, equipment with filtration should be put through standard Water Service Disruption protocols detailed in the Water Management Program which includes a system flush.
- During the system flush, filters should be removed and both hot and cold water lines should be flushed for a minimum of 10 minutes.
- Upon completion of the Water Service Disruption protocols, new filters should be installed. If possible, coordinate with your Ecolab representative 10-14 days ahead of anticipated reopening.

Water Softening:

- During an extended suspension of operation, keep water moving through the system by opening faucets and flushing lines weekly (even if operation is otherwise closed).
- For closures less than 4 weeks, force softener into regeneration if weekly flushing is not possible.
- If closure extends beyond 4 weeks, follow the accompanying startup directions to ensure the system is safe and ready to use.





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- Follow all guidance as directed by public health authorities.
- Check product labels and SDS for proper storage and safety information.