

# RESUMING OPERATIONS IN COMMERCIAL FACILITIES IN A COVID-19 ERA



# PREPARE YOUR OPERATION TO REOPEN

In these unprecedented times, many businesses that previously suspended operations partially or fully to comply with government regulation or due to operational disruption are now reopening. This guidance is intended to provide steps to restart your operation, safely clean and disinfect your property, and take care of your employees and guests.

Contact your ProGuard Representative for any additional support you may require during this reopening phase.



WE ARE HERE TO PARTNER WITH YOU IN

# POWERING YOUR PERFORMANCE

BY DELIVERING



## DELIGHTED CUSTOMERS



Partners partner with you to ensure **outstanding customer experience** through safe and clean surfaces, well-maintained floors, malodor free restrooms, and spotless and inviting public spaces.



## PROTECTED REPUTATION



We equip you to **deliver safe and healthy spaces** via complete disinfection programs, water safety programs and robust and personalized on-demand employee training.



## OPTIMIZED OPERATIONS



Our industry expertise **boosts your bottom line** by streamlining your chemical program, improving labor utilization and reducing packaging and plastic waste.

# STEP TO PREPARE FOR A SUCCESSFUL REOPENING

- ▶▶ Clean Environments Start with your Team
- ▶▶ Maintaining Safety in Public Spaces
- ▶▶ Safe Hands Everywhere you Need Them
- ▶▶ Keep your Most Valuable Resources Safe-Your People
- ▶▶ Protect your Properties and Set your Facilities up for Success
- ▶▶ Create a Communication Plan to Instill Confidence in your Customers and Employees



# CLEAN ENVIRONMENTS START WITH YOUR TEAM

**TAKE ACTION** > Follow heightened procedures and process to keep your customers, workers, and staff safe



Identify heightened high-touch point disinfection procedures and create processes and expectations by role



Hold trainings for both new hire and experienced employees. Create audit processes to ensure proper adherence



Cross-Train staff where applicable to use labor more efficiently and allow for just-in-time cleaning



Build out schedules for regular and routine cleaning of public spaces



# MAINTAINING SAFETY IN PUBLIC SPACES

## TAKE ACTION

Use this guidance to protect your customers, employees, and janitorial staff safe in public spaces



Monitor capacity in public spaces and move furniture to create adequate social distancing



Provide disinfectant to allow customers and employees to self-clean equipment before and after use



Where hand washing with warm water is not available, provide hand sanitizer for customers, employees, and janitorial staff



Post guidance of public space cleaning standards and behaviors for customers and employees



# SAFE HANDS EVERYWHERE YOU NEED THEM

## TAKE ACTION

Build out and communicate your hand hygiene protocol



Provide guidelines and stress importance of increasing frequency of hand washing



Where hand soap and warm water is not available, provide alcohol-based hand sanitizer



Set up wall charts and hand washing reminder signs in staff break rooms and restrooms



Encourage customers and employees to follow safe hand hygiene practices

# KEEP YOUR MOST VALUABLE RESOURCES SAFE- YOUR PEOPLE

## TAKE ACTION

Build out and communicate your employee safety protocols



Encourage social distancing across all roles in the facility



If social distancing is not possible, in line with public health regulations consider adding PPE for associates



Create safety guidance for janitorial staff on when and how to safely clean public employee spaces



Communicate sick time policy for staff. Encourage your staff to stay home if unwell

# PROTECT YOUR FACULTIES AND SET YOUR FACILITIES UP FOR SUCCESS

## TAKE ACTION

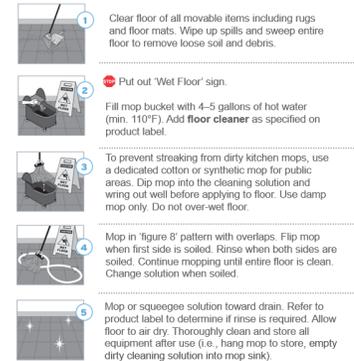
Equip your facilities with the right tools and products



Provide reopening checklists to ensure operation is ready to reopen



Advise staff to set up consultations with equipment and chemical providers to ensure it is properly working



Provide management staff with detailed procedures for all areas their property



Equip staff with the correct products to use across all areas of the school

# INSTILL CONFIDENCE IN YOUR CUSTOMERS AND EMPLOYEES

## TAKE ACTION

Create a communication plan that builds assurance and confidence with your customers and employees



Provide communication on new cleanliness standards and safety practices through company memos and through the company website



Supply resources in public restrooms, public spaces and large meeting spaces explaining the changes and protocols



Create procedures to clean spaces more frequently during public hours



Provide transparency on remediation protocol if a guest or staff member were to be diagnosed with Covid-19



**For more information contact your ProGuard Representative at 866-444-7450**