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GUIDELINES FOR DISINFECTION OF OFFICE SPACES AND MANUFACTURING PLANTS



The rapidly evolving COVID-19 pandemic has prompted governments and businesses to take extraordinary steps to help slow the spread of the virus and keep people safe. As a result, many organizations, including those who may have been deemed essential, are being forced to take increased precautions while operating their facilities. As a result, many organizations, including those who may have been deemed essential, are being forced to take increased precautions while operating their facilities.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease, transmitted in most instances through respiratory droplets, direct contact with cases and through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period, it is easily inactivated by chemical disinfectants.

This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Below are some recommended steps, considerations, and tips to help keep your facilities safe and operational during this pandemic. Note that this is an inclusive, but not exhaustive, list of recommendations.

General

- Work with your custodial service provider to establish frequent disinfection and cleaning protocols according to the best available recommendations.
- Prepare notification, closure, sanitation, and reopening protocols if the presence of COVID-19 is confirmed within your facility. Notifications should include the relevant health authorities according to local rules.
- The World Health Organization deems frequent and proper handwashing as one of the best forms of protection against the coronavirus. Interestingly enough, dirty hands spread 80% of infections. Hence, hand-washing is the principal way that people can protect themselves against most illnesses and infections.



Encouraging people to wash their hands frequently can be challenging. To help promote this practice, here are some suggestions:

- Place signs in restrooms and hallways promoting handwashing as a necessity. Signs can gently remind people to wash their hands and educate them on the important practice.
- Purchase hand sanitizer dispensers to mount on walls in high-traffic areas or entryways for people to easily sanitize their hands in order to keep your facility safer and germ-free. You can choose between hand sanitizer gel or foam – whichever works best for your facility and is easier for people to apply.
- In addition to hand sanitizer gel or foam, hand-sanitizing wipes, which can remove 99.9% of the common germs on hands and skin, can be provided for your customers, employees, and guests to use. Utilize a dispenser or stand to display the hand sanitizing wipes. Consider placing them in high-traffic areas and in entryways to remind people to keep “clean” first

Screening visitors and contractors



- Establish health assessment protocols and screening locations to screen visitors and contractors before they can enter the facility. Communicate these protocols before arrival to prevent visitors that may pose an additional risk.
 - a) Mandatory thermal scanning of everyone entering and exiting the workplace to be done.
 - b) There should be total ban on non-essential visitors at site.
- The number of screening locations should be minimized, and they should be set up in a way

that limits physical exposure to your company's screeners – examples include placing them behind glass barriers or placing physical objects between them and visitors to ensure proper distancing.

- Ensure visitors and contractors are informed/trained on the facility's protocols, virus spread reduction measures and rules, and that they abide by them.
- If required, based on your business (and permitted by your local regulatory authority), establish secondary entrances and areas of the facilities for people that may have been exposed to COVID-19. These areas should have more stringent physical separation requirements and sterilization/cleaning protocols; minimize, track and carefully control the areas that such individual(s) can access. Remove, cover or replace porous surfaces to simplify sterilization.
- Wherever possible, create daily logs for the names, contact details and site activities of all occupants for tracking and notification purposes, if required at a future date.

Disinfection of indoor areas

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.



- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite.
- Frequently touched areas like tabletops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high con-tact surfaces.
- Killing coronavirus or germs in general, on porous surfaces can be tricky. These materials are usually made of softer or looser materials and therefore contain pores. Some examples of porous materials include leather, rubber, carpets, clothing, and fabrics. These items can be furniture, curtains, and mats. With porous surfaces, germs sink into the pores of the material where they dwell and multiply. For this reason, they must be decontaminated frequently. Due to this, such items must be soaked in disinfectant and ensured that it penetrates all pores in the object completely. After the recommended dwell time, remove the

item from the soak and eventually let the item air dry or place it in a dryer.

- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible.



Sanitization of restrooms

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents/ Toilet Cleaners*	Procedure
Toilet pot / Commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none">• Inside of toilet pot/commode:• Scrub with the recommended agents and the long handle angular brush.• Outside: clean with recommended agents; use scrubber.
Lid/ Commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none">• Wet and scrub with soap powder and the nylon scrubber inside and outside.• Wipe with 1% Sodium Hypochlorite.
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none">• Scrub floor with soap powder and the Scrubbing brush.• Wash with water.• Use sodium hypochlorite 1% dilution.
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none">• Scrub with the nylon scrubber.• Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none">• Thoroughly scrub the floors/tiles with warm Water and detergent.• Wipe over taps and fittings with a damp cloth and detergent.• Care should be taken to clean the underside of taps and fittings.• Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none">• Should be cleaned daily with detergent and water and dried.

*Note: This information is a part of guideline released by Ministry of Health and Family Welfare, Government of India

- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes, which can further spread the virus.
- To prevent cross contamination; discard, cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
- Disinfect all cleaning equipment after use and before using in other area.
- Disinfect buckets by soaking in bleach solution or rinse in hot water.

Personal protective equipment for sanitization staff



Protective equipment may include N95/N100 facemasks, latex-free gloves, and appropriate supplies while carrying out the cleaning and disinfection work.

- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
- Gloves should be removed and discarded damaged, and a new pair worn.
- All disposable PPE should be removed and discarded after cleaning activities are completed.
- Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.
- Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked.
- Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.
- Using disinfectants with the following ingredients are believed to be less harmful to allergies and overall human health:
 - a) Hydrogen peroxide.
 - b) Citric acid.
 - c) Lactic acid.
 - d) Isopropyl alcohol.
 - e) Ethyl alcohol.

Personal protective equipment for sanitization staff

All offices, factories and other establishments shall implement the following measures:

- For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity
- All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- For high-traffic areas such as conference rooms, line-ups etc. use physical markings and remove furniture to clearly demonstrate the appropriate distance required and discourage breaching them.
- Erect physical barriers, such as clear plastic shields, to physically separate occupants at bottleneck points within the facilities where a buffer of 1 meter cannot be established.
- Encourage cash-free interactions.
- Promote the use of non-medical facemasks or face shields in line with health authority recommendations. Although these masks may not protect the wearer, they may help to limit the spread of the virus from an infected person to a healthy one.
- Workplaces shall have the gap of one hour between shifts and will stagger the lunch break of staffs, to ensure social distancing.
- Large gathering or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
- Not more than 2/4, persons (depending on size) will be allowed to travel in lifts or hoists.
- Use of staircase for climbing should be encouraged.
- There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
- Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at the work-place all the times.

National directives for COVID-19 management

a) For office spaces:

- All the workplaces shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
- Workplaces shall have a gap of one hour between shifts and will stagger the lunch breaks of staff to ensure social distancing.
- Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
- All organizations shall sanitize their workplace between shifts.
- Large meetings to be prohibited.

b) For manufacturing facilities:

- Follow Government guidelines for disinfecting/sanitizing the work areas before starting the operations. This includes surfaces which are in contact with the workforce.
- Frequent cleaning, disinfecting of surfaces that come in contact with work force and mandatory hand washing shall be mandated.
- No Overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
- Intensive communication and training on good hygiene practices shall be taken up.

Source:www.mohfw.gov.in/ , www.mha.gov.in/, Marsh Risk Consulting Global Advisory

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