

# Pandemic Preparedness and Response Plan



Due to the growing concern of possible epidemics, UBM Enterprise, Inc. has developed this Pandemic Preparedness and Response Plan in order to outline steps that UBM will take to prevent the spread of contagious germs throughout the facility in the case a pandemic case occurs.

## Enhanced Surface Protocol (Level 2) - Surfaces Cleaning Procedures

*Level 2 does not cover electronics (i.e. Keyboard, copiers, mouse, monitors, tv's)*

Use only EPA – registered disinfectant products for surface or object disinfection. UBM recommends the use of Virex II 256 (EPA registration number 70627-24) and/or Alpha HP (EPA registration number 70627-62)

### Preparation for Cleaning & Disinfection

Determine the type of surface that need disinfecting

This includes but is not limited to the following:

1. Desk and desk tops
2. Drawers and draw pulls
3. Cabinet faces and cabinet pulls
4. Countertops and tables with non-porous surfaces
5. All restroom fixtures, counters, sink, toilets, toilet seats, and urinals
6. Light switches
7. Elevator call buttons and floor buttons
8. Sinks and faucets
9. Doors, door handles, frames and kick plates
10. Chairs and chair arms
11. Appliances (i.e. refrigerators, microwaves, ice machine, water machine, etc.)
12. Phones

Check building supplies and make sure that you have ample supply of the following products

EPA – Registered Disinfectant  
Mops and replacement mop heads  
Disposable Dust mop heads  
Disposable cleaning rags or paper towels  
Warning Signage  
Cleaning Materials  
PPE's (face and hand protection)

Cleaning and Disinfection instructions for equipment should be cleaned thoroughly with approved disinfectant

Mop Buckets, and mop handles  
Carpet extractors, wands, and hose  
Brute Barrels and Caddy systems  
Broom and broom handles  
Toilet bowl brushes and mop

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Cleaning and Disinfectant instructions for Microfiber products

All microfiber products must be washed in a machine that has a sanitizing function. If your machine does not contact your account manager so arrangement can be made.

## Cleaning & Disinfection Procedure

Type of Surface to be Cleaned

Porous and Plastic Work Surfaces/Objects

Employees must not clean porous or plastic surfaces unless it is absolutely necessary.

Advise the customer that cleaning material may damage porous surfaces such as those found on wood and plastic.

Non-porous Work Surfaces/Objects

Working surfaces are cleanable with spray disinfectant.

Floor surfaces are cleanable with disinfectant floor cleaner.

Method of Cleaning

Employees must always wear PPE.

Employees must empty office trash cans into prepared bucket/barrel and spray inside the office trash can with disinfectant. Leave to dry.

Use only damp materials to clean surfaces. Do not create possible aerosol spread by unnecessary shaking of fabrics, or desktop items, or using dry cleaning materials. Do not use vacuum cleaners.

Porous and Plastic Work Surfaces/Objects

Check to ensure that the disinfectant will not cause damage. If in doubt, employees must test the disinfectant on an inconspicuous spot on the surface to be disinfected. Instruct employees to follow the directions on the can, spray a small amount onto a clean cloth, wipe a small test surface, wait 5 minutes, and check for any damage. If no damage results, wipe the area clean and follow these directions for the remaining areas. Do not clean fabric office chairs, carpet, walls, drapes or upholstery.

Spray disinfectant onto a clean cloth and wipe all horizontal surfaces, knobs, handles. Wait 5 minutes. Replace gloves. Wipe off surface with a clean cloth to remove any residue.

If papers have been left on surfaces, do not move. Follow the directions below for non-porous surfaces. Be careful not to spray or wipe surfaces that can be damaged.

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## Non-porous Work Surfaces/Objects

Protect porous, plastic, and easily damaged surfaces from the disinfectant spray. Following the directions on the disinfectant can, hold container upright, 6" to 8" from the surface, and spray a light mist onto the contaminated surface, ensuring that all areas are covered. Leave the surface for 10 minutes and the wipe it off with a clean cloth. Change gloves if necessary.

## Floors

Follow manufacturer's instructions for cleaning and mopping the floor. Do not sweep or vacuum.

Dispose of any trash on the floor into the prepared trash bucket/barrel.

Change gloves and wash hands before moving to your next assigned area

## **Disposal of Personal Protective Equipment**

All PPE's shall be discarded after cleaning is complete

**PPE's are for one time use and should be disposed of following all safety precautions**

The process to dispose of PPE's is as follows:

Remove gloves from the rim outward rolling the glove on itself, use rolled glove to remove the second glove and dispose of them in a plastic bag

Remove protective clothing by turning it inside out and place in a plastic bag

Remove protective eye wear as careful as possible without touching your face

Wash hands immediately and completely be sure to pay special attention to areas around the back of the hand, fingernails and between the fingers after removing PPE's

## **Plan Updates**

Due to the uncertain nature of a pandemic, UBM Enterprise, Inc.'s Pandemic Preparedness and Response Plan is not designed to be all encompassing. As situations arise, the plan of action will be re-evaluated and updated as circumstances require.



# COVID-19



## *Disinfection procedure after a suspected/confirmed case have been in the building*

1. Close off areas used by the ill person.
2. Increase air circulation in the area.
3. People who were in close proximity to the ill person should vacate the building and monitor their health.
4. Begin the disinfection process
  - a. Wait as long as practical before beginning. If possible wait 24 hours.
  - b. Disinfect all areas used by the ill person especially the frequently touched areas with Alpha-Hp, Virex, or any disinfectant in compliance with the EPA's standard.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>