



Date: 3/16/2020  
Policy: Disinfectant or Sanitation Solution  
From: Jose Martinez, CEO/President

*Jose Martinez*

As we all know or should know the President recently proclaimed a national state of emergency because of the coronavirus. Since this virus is highly contagious, we want to assure our employees that we will do our best to protect your health and safety while at work. For this reason, we have decided to implement the following policy using 10% sodium hypochlorite until further notice as a means for disinfectant or sanitation:

- The cabs and door handle of each work vehicle shall be sanitized daily, at the start of the day, after each service call, and at the end of the workday.
- Disposable nitrile gloves shall be worn for duration of all service calls and while at customer's property.
- A trash bag or bin shall be placed in the passenger area for disposal of all trash and other items utilized on service calls and will be emptied daily.
- The cabs of all vehicles shall be cleaned and organized daily.
- Hand soap: Your best defense... **NOT** hand sanitizer...
  - After each service call or task, you should wash your hands for 30 sec. Use outside hose bibs for a water source if a regular faucet is not available.
  - After breaks, meals, and restrooms visits you should wash your hands for 30 sec.
  - Avoid touching you mouth, eyes, and nose always.
- Minimize employee contact by:
  - Using separate work vehicles as much as possible.
  - Assigning separate tasks as much as possible.
  - Eliminating / minimizing the shaking of hands and physical contact.
- We recommend that employee bring their own lunch to minimize entering restaurants, but if you must get something to eat, go to a drive thru by your work site.

As my sister Dr. Steph told me once: "Remember A&W Root Beer". (A) is for acid and (W) is for water. So always add chlorine or any other acid to water, **NOT** the other way around. Remember to use you long rubber gloves and safety goggles before making and applying solutions. Don't be in a rush and remember slow and steady wins the race.

Continue...

**Steps:** *“With safety long rubber gloves and safety goggles”*

- Make sure affected area is clean by washing and drying before applying any solutions.
- Fill the spray bottle with clean potable water to the 24-ounce mark, leave the sprayer off.
- With a syringe, safely remove the required dosage out of the chlorine bottle and then close the chlorine bottle.
- Carefully inject the dosage into the water bottle. Put the spray handle on tight, close the nozzle, and gently shake to mix the solution for approximately 30 seconds.
- Lightly spray affected areas and allow to air dry for 3 minutes, this is the contact time, then with another water bottle with pure water, spray and wipe down.

For a dosage of **sanitation**, we will do the following daily: *“Public Health of Ontario Dosage Calculator”*

- 24oz spray bottle which will be marked with the following, (“CL-200ppm”) for chlorine sanitation, date and time with employee’s name.
- 200ppm dosage will be made daily at 10 % sodium hypochlorite and disposed at the end of the day or beginning of the next day.
- Dosage is 1.5 ml of chlorine to 24 ounces of water or .1875 gallons of water.
- To Dilute mix remainder of solution into a filled 5-gallon bucket of potable water and dispose down drain.

For a dosage of **disinfectant**, we will do the following daily: *“Public Health of Ontario Dosage Calculator”*

- 24oz spray bottle which will be marked with the following (“CL-600ppm”) for chlorine disinfectant, date and time with employee’s name.
- 600ppm dosage at 10 % sodium hypochlorite will be made with approval by Jose Martinez and disposed at the end of the day or beginning of the next day.
- Dosage is 4.5 ml of chlorine to 24 ounces of water or .1875 gallons of water.
- To Dilute mix remainder of solution into a filled 5-gallon bucket of potable water and dispose down drain.

**Hand washing procedure:**

First wet hands with regular water, then use regular hand soap and lather for 30 sec without water, then rinse with regular water, and dry on a clean rag or towel. It’s important to lather top and bottom of hands, exposed forearms and elbows, and in-between fingers as well.

**Hand Sanitizer:** Should be a last resort when you are unable to wash your hands. Min. 60% alcohol to be affective.

**Sanitation** is another word for cleaning. Both words have the same meaning; removing visible contamination and debris and dramatically lowering the number of germs on the surface.

**Disinfection** is the destruction of viruses, bacteria, and fungi on surfaces that have come in contact with a client’s skin. Proper disinfection leaves a surface highly unlikely to transmit infection or cause disease. Disinfection is only for non-living surfaces because disinfectants are damaging to living skin and may lead to irritation or allergic reactions.

By signing, you will abide by companies’ policy and failure to do so may result in disciplinary action, up to and including termination.

Employee Signature: