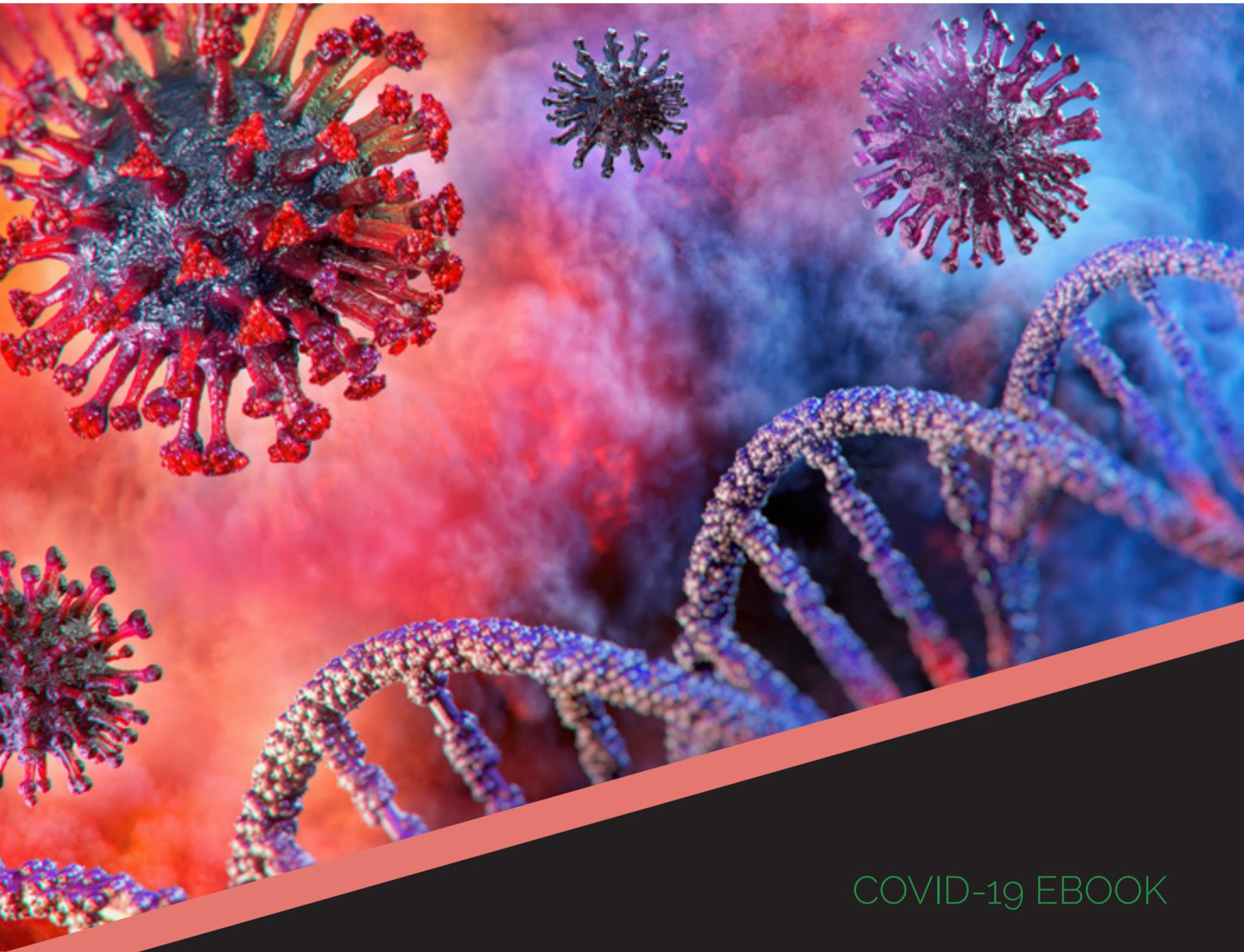




BAXTER RESTORATION™

cleaning and reconstruction services



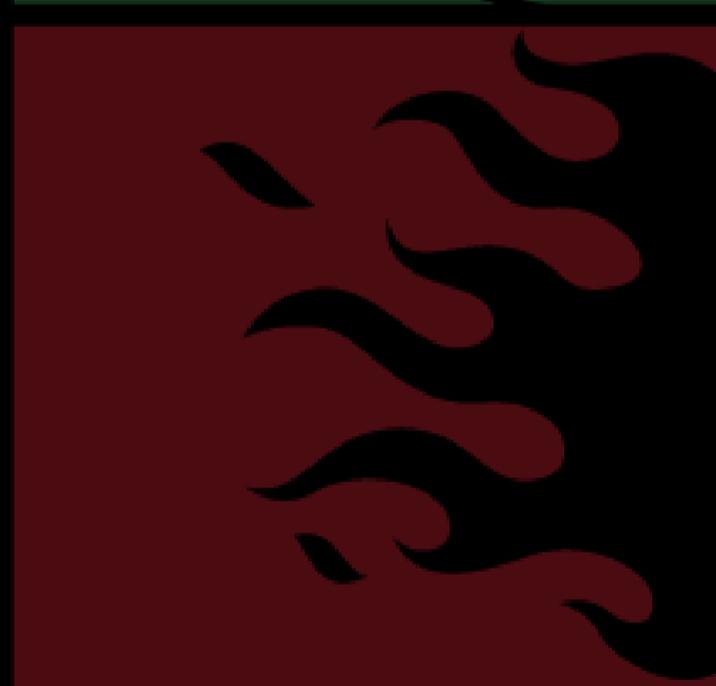
COVID-19 EBOOK

THE NEW WORKPLACE BUILT FOR **COVID-19**

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INTRODUCTION

COVID-19 has stopped the world in its tracks for many months, as we begin to resume business operations it is important to understand the new ways we must operate to accommodate COVID-19 regulations. Businesses must be adapted to meet new regulations that decrease the spread of COVID-19 such as inspecting your facility after being vacant for prolonged periods of time. Each industry must not only ensure that their facility is ready to resume operation but also incorporate new methods of conducting business. The old ways of operating are behind us. You must adapt

to accommodate the "new norm." Preparing the facility to be filled with employees and customers means new spacing configurations, sanitizing stations, and so much more .



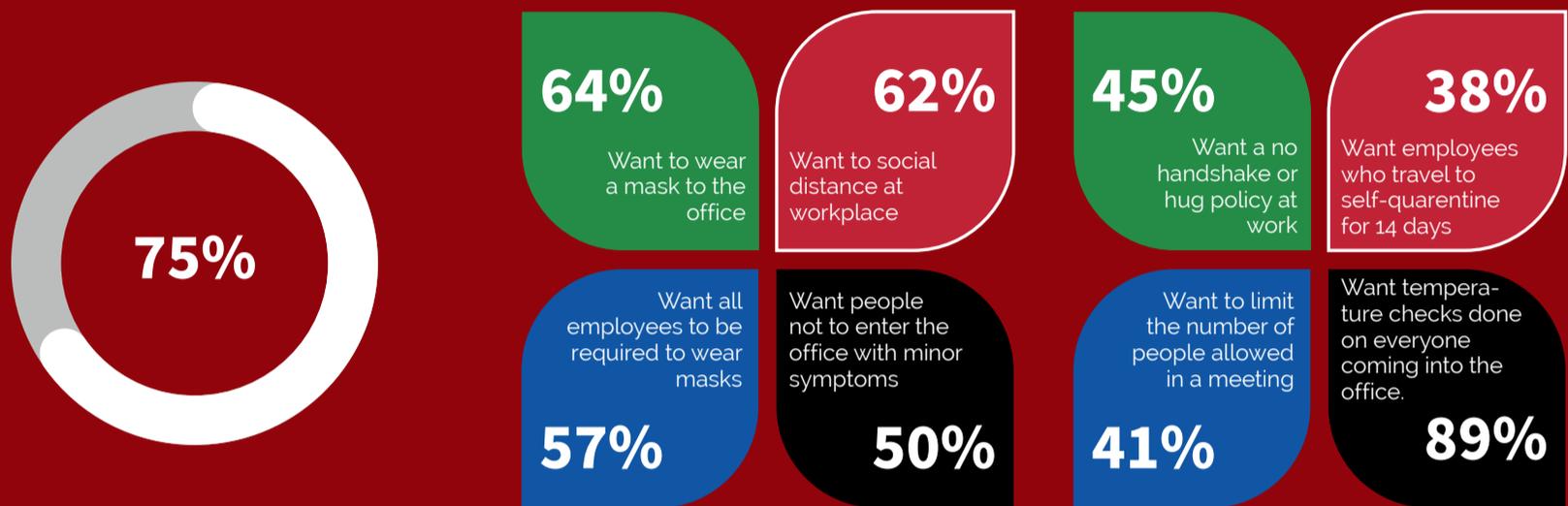
Prevent And Reduce Transmission

Information is key! Stay up to date with all federal, state, and local public health advancements regarding COVID-19. Make sure all of your employees have access to this information to keep them up to date with the latest COVID-19 protocols. The CDC updates their website daily with new COVID-19 information to keep you and your team informed.

Designate a cleaning schedule before and after every shift to minimize germs. Provide signs that encourage employees to wash their hands regularly with antibacterial soap for a minimum of 20 seconds. If there is no way for your employees to wash their hands regularly, provide employees with hand sanitizer that contains at least 60% alcohol.



WORKPLACE COVID STATISTICS



As we begin to reenter the work environment it is important to do more than just sanitize the facility. We must ensure that the facility is ready to operate under new guidelines. When a facility has been closed for a prolonged period of time the building must be inspected for potential hazards. The hazards include stagnant water, mold, and pests and rodents.

Stagnant water is a serious health hazard to your employees and customers. Stagnant water is water that has been sitting untouched for hours, days, or even months. The most common places stagnant water tends to build up is in crawl spaces, bathrooms, and basements. Stagnant water is a breeding ground for mosquitoes which can carry Malaria,

Zika virus, and West Nile Virus. Damage to the facilities structure can leave room for insects and rodents to enter. Much like the unwanted mosquitoes, mice, rats, and possums are always on the lookout for watering holes which makes your facility with the stagnant water a perfect place for them to set up camp. Things like a leaky roof/ window or faulty plumbing can also lead to stagnant water. If the stagnant water is caused by a faulty plumbing issue you need to contact a biohazard team to professionally clean the space before anyone can reenter the facility. This water is extremely toxic and possibly lethal. When stagnant water is left untreated mold begins to grow within the first 16 hours of

Mold growth can occur in facilities that have been left vacant for any period of time. The most common reason for mold growth in vacant facilities is lack of supervision of the facility. Mold develops at the smallest level of moisture or humidity, and there is nothing more humid than the 2020 Florida summer! Due to COVID-19 regulations some buildings were left completely unattended this summer and the slightest amount of humidity or the smallest leaky faucet can begin growing mold. Mold is not only harmful to your property but to every individual who is exposed to it. As you prepare for a full reopening you must ensure that there is no

mold present. Thoroughly inspect places in your facility where water is present. Bathrooms, under sinks, and any area where humidity may have accumulated. Organic materials such as wood are breeding grounds for mold spores. If there was any food or food debris left in your facility while the building was vacant this will also contribute to mold growth. The first step you should take is to eliminate all items that the mold may have grown in. This includes damp carpets, food debris, wet wood, and any other objects that mold may have been growing on. If you have identified any mold in your facility contact a professional mold remediation specialist to ensure your building is safe to



A properly functioning ventilation system is vital to maintaining a healthy and safe work environment for employees and customers. Cleaning the ventilation system is very important to the health of everyone in the building. Since we know that COVID-19 is a respiratory disease it is more important than ever to be confident that your HVAC system is operating properly. If your system has not been running for a prolonged period of time you need to perform quality checks to assure your facility is ready for reopening. Change the filters to eliminate any stagnant debris. Clean the vents and the linings throughout the whole facility before replacing the air filters. Bill Bahnfleth, the president of the ASHRAE recommends that you run your HVAC system for two hours before and after occupancy. This will lower the likelihood of COVID-19 being spread throughout the facility. Before your facility is ready to get back to normal create a plan of how often and when your HVAC system will be cleaned. Select the safest settings for your system if you are unsure of what this is for your specific contact a professional to help configure your system before reopening.

— HOW TO RESUME BUSINESS



Provide signs near all sinks that encourage employees to wash their hands regularly with antibacterial soap for a minimum of 20 seconds. If there is no way for your employees to wash their hands regularly, provide employees with hand sanitizer that contains at least 60% alcohol.

Create a plan for frequent employee health checks. Whether your employees work primarily in the facility, from home, or both you need to perform health checks to ask your employees if they are experiencing any symptoms as well as perform temperature checks for the onsite employees. All employees' health conditions must be treated with extreme discrepancy.

The CDC encourages you to perform health checks in a private environment. Be sure to maintain total confidentiality regarding each employee's medical status. If an employee contracts COVID-19 you should not share that information with anyone.

Perform a hazard assessment of your facility to identify where you will need to make adjustments to the facility to adhere to COVID-19 standards. Designate a cleaning schedule before and after every shift to minimize germs. Discourage employees from using each other's personal items such as their desks, computers, phones, or any other personal work supplies.

IDENTIFY HIGH RISK AREAS



You will need to identify where there are high points of contact and adjust them to adhere to social distancing guidelines. Communal areas such as waiting rooms, lobbies, employee break rooms, dining areas, meeting rooms, hallways, staircases, and elevators must have spacing markers to identify 6 feet between all occupants. It is your responsibility to isolate employees from all potential hazards. You can do this by adding shields and physical barriers where this is possible. This will help to keep employees and customers safe. Physically alter seating arrangements so there is adequate space between each seat, remove or block off seating that is not properly distanced. Adding markings to the floor will help people understand where to stand when in or around the facility.

LIMITING THE RISK



Altering the seating arrangement in meeting rooms, lobbies, and any other community space to accommodate social distancing will help prevent the spread of COVID-19. Consider utilizing one doorway for entering and another doorway for exiting the facility. This will help you keep track of the amount of people entering and exiting your facility which will help with following social distancing protocols. Plexiglass shields are also beneficial in safeguarding your facility. The shields can be used in a multitude of ways. The large shields can be placed in the lobby and at all of the desks in your building, this allows for your employees to still perform their jobs without risking close contact with customers and other employees.



Establish all high contact areas such as door handles, communal water stations, vending machines, printers, copy machines, toilets, and light switches. Decide on a cleaning schedule for these places and install mechanisms to cut down on unnecessary touching. Cover things such as switches, elevator buttons, key pads, and communal phone keys with a clear disposable film. This should be changed regularly to ensure the safety of your employees and customers. Provide signs at the elevators to let people know there should only be four people on an elevator at a time. Add designated standing areas with social distance markers on the floor to prevent crowding throughout the facility. Install no touch door handles in high trafficked areas.

Provide no contact trash cans throughout the facility. Install contactless sanitizing stations where employees and customers can clean their hands. Adding no contact water filling stations, this will encourage employees to bring in reusable water bottles to help eliminate congestion and excess contact in specific areas. If your employees use public transportation to get to and from work consider altering their schedule to travel at less busy times of day. Stagger employees shifts and breaks to reduce the number of employees onsite at any given time. Set up screening stations to perform temperature checks.

In addition to physical screenings, communicate with employees so they feel comfortable to provide you with the necessary information in the event they contract COVID-19. Maintain an open line of communication with your employees. Encourage self isolation if an employee believes they might have come in contact with COVID-19. The safety of your employees contributes to the health of your business. It is better to have an employee stay home from work then to risk exposing your whole team and your customers to COVID-19. Create a work environment that is safe for everyone.



If one of your employees tests positive for COVID-19, thoroughly clean their work station *immediately*. This includes any location where the employee spent prolonged periods of time. Contact all other employees that have come into contact with the employee who contracted COVID-19. Ensure all employees are tested for COVID-19 before maintaining regular operation.

COVID MANAGEMENT

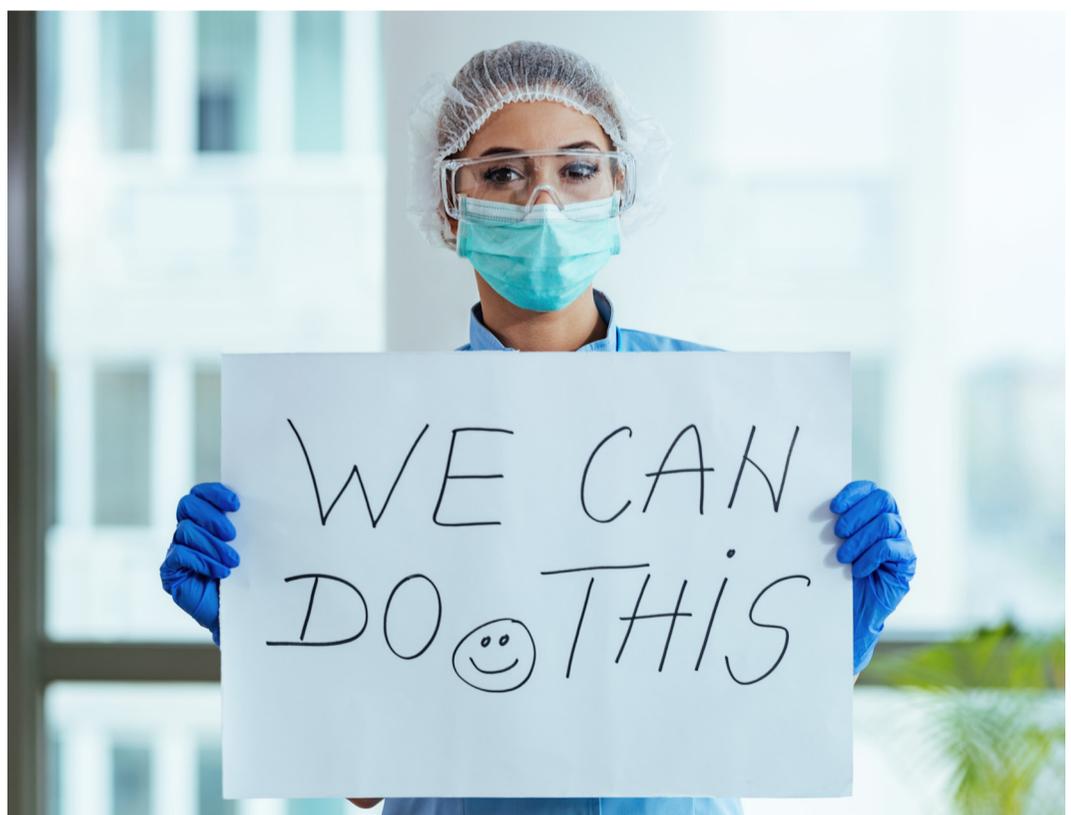
Designate supervisors to manage the COVID-19 protocols, and to oversee employee COVID-19 testing. Communicate to all of your employees that if they begin to show any range of COVID-19 symptoms to contact their supervisor immediately and keep them home from work until they have tested negative for COVID-19. COVID-19 symptoms include: Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Take immediate action if you experience trouble breathing, persistent chest pain, new confusion, inability to stay awake, bluish lips or face coloring. Symptoms can appear anywhere from 2-14 days after being exposed to COVID-19.

These symptoms contain a wide range of ailments that can be a warning sign of COVID-19. Review your attendance policy

to accommodate employees that may be showing symptoms of COVID-19. Allow employees that show any of the range of COVID-19 symptoms to stay home from work without any penalty. If your company does not offer sick leave, discuss offering an "emergency sick leave" for COVID-19 purposes. Remember to be understanding and keep an open line of communication throughout the company. Prepare for unexpected absences during this time. Cross training employees can help you fill shifts when there is an

unexpected absence. Look into the latest work from home technology to better enable your employees to do their job from the safety of their homes. Eliminate non-essential onsite workers to decrease the traffic in your facility.

If you or any of your employees experience any of these symptoms encourage them to immediately isolate themselves and ensure they test negative for COVID-19 before returning to work. If an employee becomes ill do not wait for a positive test result to send them home.



CHECKLIST

- Disposable masks
- Shields
- Tissues
- Hand sanitizer
- Disposable gloves
- Disinfectant wipes for each desk/work station
- No touch trash cans
- No touch thermometers
- Tape/ floor marker
- No touch door handles
- Extra air filters





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CALL US TODAY, WE ARE READY TO ASSIST YOU!

Baxter Restoration is here to assist in the cleanup of the Coronavirus (COVID-19). Our Certified Biohazard Cleanup crew is available 24/7 for both commercial facilities and residential properties.

Our qualified and trained team will properly contain and decontaminate airborne pathogens such as COVID-19.

