

**COMPANY NAME HERE**

**EMERGENCY**

**WORKPLACE**

**SANITIZATION PLAN**

**TO REDUCE THE SPREAD OF CORONAVIRUS (COVID-19)**

**Date Last Revised:**

**MARCH 19, 2020**

**Your Company’s**

**Sanitization Plan to**

**Reduce the Risk of Coronavirus Transmission**

Our janitorial staff, as well as other designated personnel, will use hospital-grade disinfectant (Lysol, etc.), or [with an aqueous solution containing at least 70% alcohol](https://www.sciencedirect.com/science/article/pii/S0195670120300463), or 0.5% hydrogen peroxide bleach or household bleach containing 0.1% sodium hypochlorite. on the following surfaces on a daily basis (or more frequent if necessary):

**Scope of Sanitization**

Entries and Common Areas

* + Door handles and pushes
  + Light switches
  + Furniture including knobs and pulls
  + All horizontal surfaces

Conference Rooms

* + Door handles and pushes
  + Light switches
  + Furniture including knobs and pulls
  + All horizontal surfaces
  + Chairs and arm rests
  + Appliances

Break Rooms

* + Door handles and pushes
  + Light switches
  + Furniture including knobs and pulls
  + All horizontal surfaces
  + Chairs and arm rests
  + Appliances
  + Trash cans
  + Vending machine surfaces
  + Drinking fountains and water coolers

Offices

* + Door handles and pushes
  + Light switches
  + Furniture including knobs and pulls
  + All horizontal surfaces
  + Chairs and arm rests
  + Appliances
  + Trash cans

Plant Areas

* + Door handles and pushes
  + Light switches
  + Furniture/seats
  + Cabinetry handles
  + Machine control panels

Restrooms

* + Door handles and pushes
  + Light switches
  + Sinks and counters
  + Paper towel dispensers
  + Hand dryers
  + Toilets
  + Urinals
  + Stall dividers

Company Vehicles

* + Door handles and pushes
  + Light switches
  + Steering wheels
  + Transmission shifters
  + Turn signal, wiper blade controls
  + Radio controls
  + Electronic touch screen displays