



Notification

In the event of a presumptive positive, or positive, case of Coronavirus Disease 2019 (COVID-19) at a customer facility, the Customer notifies Kleen-Tech as soon as possible, providing information as to the status of the facility (open, partially open, closed etc.).

Upon receipt of a request for a facility disinfection, Kleen-Tech provides the customer with a quote for service. On approval of the service, Kleen-Tech schedules the service with the customer and coordinates the necessary resources including staff, personal protective equipment, and cleaning chemicals.

Full Facility Disinfecting Process

Kleen-Tech's Touch Point Disinfecting Process places a focus on all major touch points: areas that are frequently touched by human hands such as doorknobs, light switch plates, hand rails, and countertops. The steps involved in the full facility and touch point disinfecting process are as follows:

1. Employees apply all PPE prior to entering the facility. The PPE required varies by the task performed by the employee, the equipment and/or chemicals they are using, and the area to which they are assigned, and may include:
 - a. Gloves
 - b. Masks
 - c. Goggles
2. Employees are assigned to individual areas within the facility, dispersed throughout the location in zones to ensure full coverage of the entire building
3. Employees begin a top to bottom disinfection of the facility, ensuring all appropriate dwell times are followed according to the disinfectant(s) using the Touch Point Checklist provided on the following page

Supplemental Touch Point Cleaning

Should a customer wish to add supplemental Touch Point Cleaning to their existing service schedule, Kleen-Tech is happy to provide this service. This service can be added to any customer facility and is happy to provide a quote upon request.

- Supplemental Touch Point Cleaning is provided on normally scheduled service days
- When routine services are performed outside of the customer's normal hours of operation, Kleen-Tech's personnel provide the routine service, followed by a supplemental Touch Point Cleaning using the checklist on the following page
- When routine services are performed during our customer's normal hours of operation, Kleen-Tech's personnel begin their shift performing routine services. Midway through, the team shifts to a Touch Point Cleaning using the checklist on the following page, and returns to routine cleaning upon completion of the Touch Point Cleaning
 - This schedule is designed to disinfect surfaces that have been used throughout the first part of the day, essentially "resetting" the surfaces for the second part of the day



Touch Point Cleaning Checklist

Areas Cleaned / Disinfected At Least One Time Per Day:

- ✓ Restrooms
- ✓ Reception Area / Lobby
- ✓ Stairwells
- ✓ Elevators
- ✓ Lunch Area
- ✓ Conference Rooms
- ✓ Walkway / Skyway / Corridors
- ✓ Individual Work Stations (Offices, Cubicles)

Touch Points Disinfected at Least One Time Per day:

Dirty surfaces must be cleaned with soap and water prior to disinfecting.

<input type="checkbox"/>	Door Knobs / Door Handles
<input type="checkbox"/>	Door Push Plates
<input type="checkbox"/>	Light Switches / Cover Plates
<input type="checkbox"/>	Faucet Handles
<input type="checkbox"/>	Soap Dispensers
<input type="checkbox"/>	Paper Towel Dispensers
<input type="checkbox"/>	Toilet / Urinal Flush Handles
<input type="checkbox"/>	Restroom Partition Door Handles
<input type="checkbox"/>	Restroom Fixtures
<input type="checkbox"/>	Public Phones
<input type="checkbox"/>	Reception Desks
<input type="checkbox"/>	Waiting Area Furniture
<input type="checkbox"/>	Elevator Call Buttons and Cover Plates
<input type="checkbox"/>	Elevator Interior Buttons and Cover Plates
<input type="checkbox"/>	Vending Machine Buttons
<input type="checkbox"/>	Refrigerator Handles
<input type="checkbox"/>	Microwave Buttons
<input type="checkbox"/>	Television Remote Controls
<input type="checkbox"/>	Eating Tables
<input type="checkbox"/>	Time Clocks
<input type="checkbox"/>	Stair Railings
<input type="checkbox"/>	Escalator Hand Rails
<input type="checkbox"/>	Copy Machine Buttons
<input type="checkbox"/>	Common Area File Cabinets