

**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 and Lunchrooms

* + 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