

DATA PAPERS PROCEDURES FOR COMPLYING WITH 20200415 – SOH WORKER SAFETY ORDER
(issued by Rachel Levine, MD, Secretary of Health, State of Pennsylvania)

Covid-19 Cleaning Procedure for Frequently Touched Areas

Procedure C19-003

In compliance with the above PA state order, the following will take effect Sunday, April 19, 2020 at 8:00pm and continue until further notice.

The following frequently touched areas must be cleaned using a cloth with alcohol to help fight the possible contamination of the Covid-19 virus. Employee performing the cleaning must wear gloves and face mask. The employee responsible and frequency of cleaning is noted after each area to be cleaned. Employee will sign the cleaning log for the designated area after the area is cleaned.

Door Handles inside and outside

Main Plant entrances door handles:

Office front entrance - Start and end of 1st shift - Gary / Brian

Front parking lot entrance by sample room - Start and end of 1st shift - Gary / Brian

Employee entrance by Nancy's office - Start and end of 1st shift - Nancy
Start of 3rd shift - Denise

Double door entrance in back parking lot – Start and end of 1st shift - Linda

Receiving dock entrance - Start and end of 1st shift - Brandon

Inside entrances door handles:

Break room - Start and end of 1st shift - Gary / Brian
Start of 3rd shift - Denise

Men's restroom in plant and office - Start and end of 1st shift - Gary / Brian
Men's restroom in plant only - Start of 3rd shift - Denise

Women's restroom in plant and office - Start and end of 1st shift - Gary / Brian
Women's restroom in plant only - Start of 3rd shift - Denise

Doors into front office and Professional Services from plant - Start and end of 1st shift - Gary / Brian

Door from office into Professional Services - Start and end of 1st shift - Professional Service employee

Employees who have offices will clean their own door handles - start and end of your shift

Common High Touch Areas

Copy machines in office - Start and end of shift - Keith

Copy machine in Nancy's office - Start and end of shift - Nancy

Vending machines - Start and end of 1st shift - Gary / Brian
Start of 3rd shift - Denise

Coffee maker - Start and end of 1st shift - Gary / Brian
Start of 3rd shift - Denise

Refrigerator in break room - Start and end of 1st shift - Gary / Brian
Start of 3rd shift - Denise

****NOTE** - When the person assigned to a designated area to clean is absent from work, the person filling in for them will be responsible to clean the areas. It's managements responsibility to make sure someone is assigned to clean designated areas.

JB
4/17/2020