



This guidance provides recommendations on how organizations should engage with vendors when possible.

**VENDOR ENGAGEMENT**

- Request health and travel assessments for vendors/contractors coming on-site.
- Separate contractors and vendors from the workforce (have them use separate bathrooms, entrances *if possible*).
- Prohibit nonessential vendors and deliveries from entering facility.
- Require deliveries to be dropped outside facility door, eliminating vendors from entering facility (*if possible*).

**MAINTENANCE/REPAIRS**

Screening Questions	Recommended Actions
1. Is the work urgent or an emergency?	If "yes", proceed with a hazard assessment to determine how best to proceed while minimizing exposure for the worker.
2. Is the work routine preventive maintenance or other work that can be postponed until a later time?	If "yes", the work is elective (i.e., not an emergency), consider postponing the work.



## **CLEANING + DISINFECTING CONT.**

### **Electronics**

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### **Linens, Clothing, and Other Items That Go in the Laundry**

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) + HAND HYGIENE**

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.

Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor if they develop symptoms of COVID-19.