



STAY SAFE
DUPAGE

**GUIDELINES FOR REOPENING
TOOLKIT**

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GUIDELINES FOR REOPENING TOOLKIT

The Basics

- ▶ Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- ▶ Social distancing (specically staying 6 feet away from others when you must go into shared space).
- ▶ Wear cloth or disposable face coverings and require customers to wear face coverings.
- ▶ Clean and disinfect frequently touched objects.
- ▶ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ▶ Practice good respiratory etiquette, including covering coughs and sneezes.
- ▶ Avoid close contact with people who are sick.
- ▶ Stay home if sick. (Covid-19 symptoms) Consider practices that reduce the potential for exposure.
- ▶ It is also essential to change the ways we use public spaces to work, live, and play.
- ▶ We should continue thinking about our safety and the safety of others.
- ▶ Remove objects in your common areas, like coffee creamer containers, etc.

Reduce your Risk of exposure to or Spreading COVID-19 after Reopening your Business or Facility

PLEASE CLICK HERE TO ENSURE THAT YOUR BUSINESS FOLLOWS THE CURRENT RESTORE ILLINOIS GUIDELINES AND TOOLKITS.

Determine What Needs to be Cleaned

- ▶ Areas unoccupied for 7 or more days need only routine cleaning.
- ▶ Maintain existing cleaning practices for outdoor areas.
- ▶ Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- ▶ Wear disposable gloves to clean and disinfect.
- ▶ Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19.
- ▶ Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.
- ▶ Practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use.
- ▶ High Touch Surfaces require more frequent cleaning and disinfecting. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- ▶ Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely. **Continued on next page...**

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Determine How Areas will be Disinfected

- ▶ Consider the type of surface and how often the surface is touched.
- ▶ Prioritize disinfecting frequently touched surfaces. Disinfecting refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- ▶ Recommend use of EPA Approved Disinfectants.
- ▶ Follow the instructions on the label to ensure safe and effective use of the product.

Many Products Recommend

- ▶ Keeping surface wet for period of time specified on the product label.
- ▶ Follow precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- ▶ Diluted household bleach solutions may also be used if appropriate for the surface.
- ▶ Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- ▶ Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. You can use 1/3 cup of bleach added to 1 gallon of water to create 1000 ppm solution.
- ▶ Leave solution on the surface for at least 1 minute.
- ▶ Bleach solutions will be effective for disinfection up to 24 hours.
- ▶ Alcohol solutions with at least 70% alcohol may also be used.