

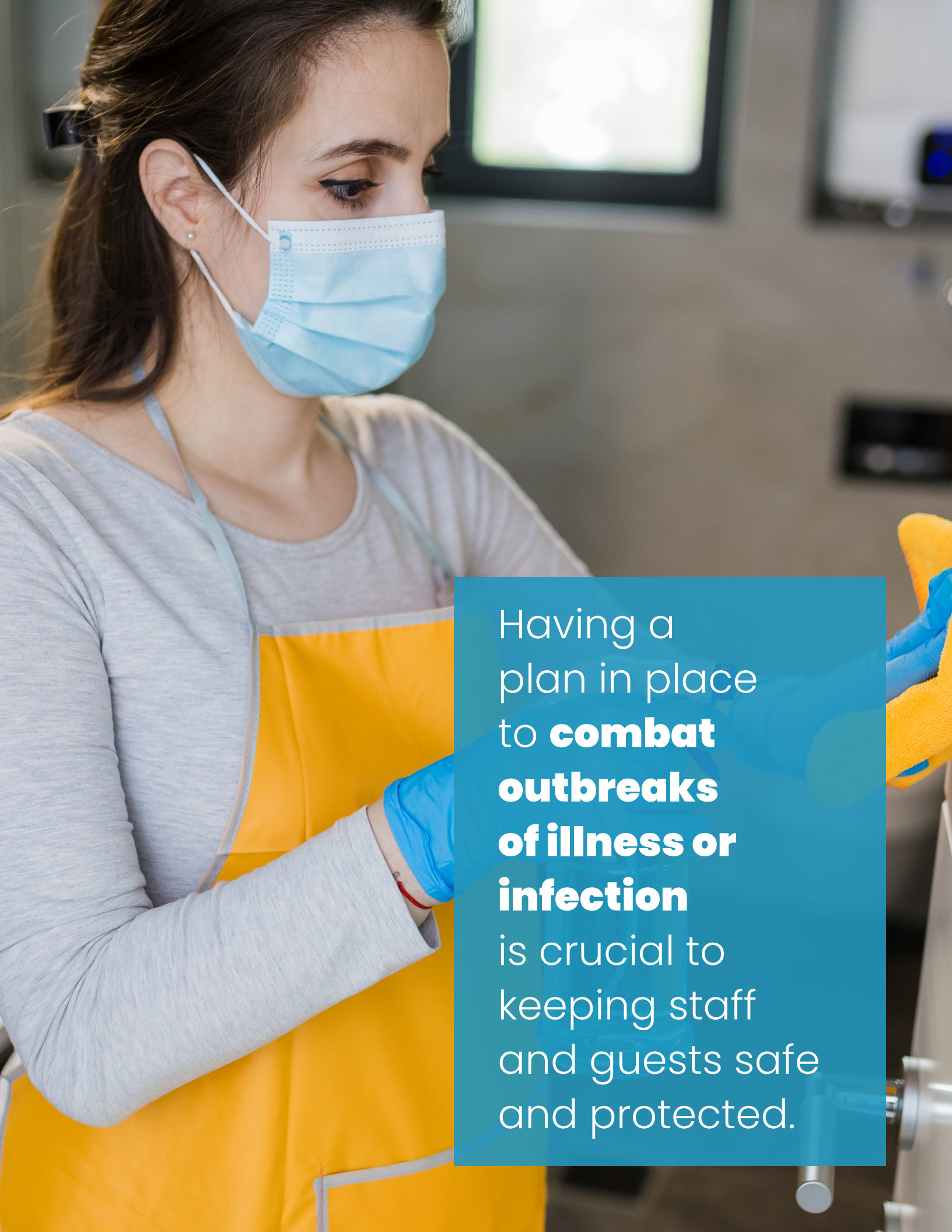
**CAREclean**

REVOLUTIONIZING HOUSEKEEPING MANAGEMENT

# Enhanced **Health & Safety** in Your Facility.

A Guide by CareClean





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# Safety Standards

One outcome of the global COVID-19 pandemic is increased awareness of health, safety and sanitation protocols across industries. Having a plan in place to combat outbreaks of illness or infection is crucial to keeping staff and guests safe and protected.

No one wants to hold the reputation as patient zero for the next health crisis. That's why we've curated a comprehensive guide that outlines specific steps you can take to ensure optimal health and safety standards are met within your facilities.

## Getting Started

Facility Management Services and Janitorial/Housekeeping departments should work together to bear the responsibility of keeping buildings maintained in clean and hygienic conditions. The easiest way to keep staff connected and communicating is with the right digital tools. With teams working throughout your buildings, you need a way to assign tasks and get progress updates without bringing everyone together in the same physical space.



## Tips for Planning and Executing Your Health & Safety Plan

**Effective Internal Communications:** With a tool like CareClean, employees can easily communicate via their smartphones and stay on task. From understanding their cleaning priorities for the day to sending automated notifications when an area has been sanitized, keeping communications in one centralized system will help you execute your plan flawlessly.

**Remote Access in Case of Illness:** If your management staff is unable to be on-site, for example, they can stay in the loop by remotely creating cleaning schedules, accessing inspection audits and checking staff notes throughout the day using their housekeeping management software.

**Think Ahead with a Recovery and Emergency Response Plan:** If you need to pivot in the event of a health and safety emergency, CareClean automatically catalogs all of your team's processes and tasks to illustrate to your internal and external auditing teams that due diligence has been completed.



# Creating Your Plan

## A Step-By-Step Approach

Cleaning and sanitation are fundamental aspects of maintaining a healthy and safe facility. Management should develop comprehensive safety protocols that outline specific procedures for employees to follow in different situations.

### 1 Routine Cleaning and Disinfection Protocols

- Create a comprehensive cleaning schedule that outlines the frequency and specific tasks for cleaning different areas of the facility.
  - Provide training to staff on proper cleaning techniques and assign responsibilities to ensure thorough and consistent cleaning.
  - Use EPA-approved disinfectants and follow manufacturer instructions for proper usage and dilution ratios.
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### 2 Health Screening and Monitoring

- Implement health screening measures for employees and visitors, such as temperature checks and symptom questionnaires, as necessary.
  - Develop protocols for reporting symptoms or exposure to infectious diseases.
  - Encourage sick employees to stay home and provide support for remote work where feasible.
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### 3 Physical Distancing and Occupancy Management

- Evaluate the layout of your facility to ensure adequate space for physical distancing between individuals.
- Implement signage and floor markings to encourage adherence to physical distancing guidelines.
- Consider staggered schedules or remote work options to reduce the number of people in the facility at any given time.

## 4 **Personal Hygiene Practices**

- Promote proper hand hygiene by providing access to handwashing facilities or hand sanitizer stations throughout the facility.
  - Display signage reminding employees and visitors to wash their hands frequently and properly.
  - Encourage respiratory etiquette, such as covering coughs and sneezes with a tissue or elbow, and provide adequate disposal options for used tissues.
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## 5 **Emergency Preparedness and Response**

- Develop and maintain an emergency response plan that addresses potential health-related emergencies, including pandemics.
  - Conduct regular drills and training exercises to ensure staff are familiar with emergency protocols and procedures.
  - Establish communication channels for disseminating important information and updates during emergencies.
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## 6 **Ongoing Education and Training**

- Provide ongoing education and training to staff on health and safety protocols, including updates to guidelines and best practices.
- Conduct regular inspections of the facility to identify areas that need to be cleaned, and provide additional training when necessary.
- Encourage open communication and feedback to continuously improve health and safety initiatives within the facility.

Routine cleaning and  
disinfection are crucial.

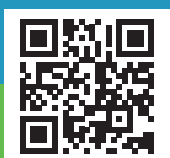
# Wrap Up

A safe and healthy environment not only protects individuals from accidents, injuries and illnesses but can also play a significant role in your workplace's wellbeing. Proactive health and safety practices demonstrate a responsible and caring approach, creating a positive image for your company and fostering trust among employees and stakeholders.

Ultimately, health and safety in the workplace is a shared responsibility that benefits all parties involved. By prioritizing and implementing effective health and safety measures, facilities can create a secure and thriving environment that supports individual well-being, organizational success, and sustainable growth. Remember, health and safety are ongoing priorities that require ongoing effort and commitment from everyone involved. To simplify your regular cleaning and sanitation tasks, implement CareClean's housekeeping scheduling software, which empowers you with the tools to...

## Get Started With CareClean

Visit us online at [CareClean.com](https://www.CareClean.com)  
or scan the QR Code Below!



## Create Cleaning Schedules

Utilize an interactive calendar to create a room cleaning schedule for each of your housekeeping staff members.

## Deploy Schedules with Ease

When you're ready, activate your schedule so each member of your housekeeping team can view upcoming cleaning tasks.

## Scan Room QR Code

Your cleaning staff can start a timer on their cleaning by scanning a specific QR Code using the CareClean mobile app.

## Clean Room

Follow cleaning and sanitation training protocols and take extra care in the event of a health and safety emergency.

## Stop The Timer

Staff can check the necessary boxes from their custom room checklist, then the app will auto-calculate the time spent cleaning each space.

## Inspect

Designated managers or supervisors will be notified when an area is cleaned so they can audit and inspect the work that was done.

## Notify Guests When Spaces are Clean

After a successful inspection, the assigned auditor can approve the space to allow others to see that it is clean, safe and ready for use.