



OPEN FOR BUSINESS: SAFELY, CLEANLY AND CONFIDENTLY

At Clean Harbors we're dedicated to helping our customers navigate the challenges of COVID-19. If you've already opened your doors, or are planning to, there are many steps that business owners need to take to continuously protect employees, customers and visitors. Beyond the comprehensive cleaning services we offer, we recommend addressing the following areas to ensure that health and safety come first:

Establish a Plan

For a safe environment, you will need to maintain new, company-wide COVID-19 processes and procedures. Having a plan for everyone to follow will give you more control, assure staff that it's safe to come in, and keep you one step ahead of the coronavirus. Whatever approach you take, always follow the recommendations of the [Centers for Disease Control](#) as well as any local and state legal rules and health guidelines.

Communicate Clearly

Your COVID-19 policy should be easily understood by anyone coming through your doors. Place simple and legible notices and posters around the office and at every entrance. Revise them as new CDC guidelines and information become available, post them on your website, and send frequent emails to staff to update them as needed.

Conduct Health Screenings

One of the biggest changes companies will have to undertake is implementation of frequent health-screening protocols. This can entail checking the temperature of employees and visitors before they enter the building or office, and having them answer a few questions about recent travel and possible

exposure to COVID-19. This can be done via a company app or at reception. Any sick employees should be asked to stay home to recover, or work remotely if feasible.

Clean Top to Bottom

In conjunction with the complete cleaning services we can provide to safeguard your office, you will still need to perform daily disinfecting of areas and surfaces of heavy use. Top priorities should include telephones, keyboards, chairs, desks, doorknobs, light switches, printers and other shared machines, elevator buttons and staircase railings. To ease worry of contamination, try to install touchless sinks, soap dispensers, towels and garbage cans in bathrooms. Perform frequent carpet cleaning and floor washing as well. Place sanitizer throughout the office and at entrances, along with extra masks.

For information or to join our D3 Clean program, please email us at decon-services@cleanharbors.com or call us on our 24-hour Hotline: **1-844-DECON-19.**

Maintain a Safe Workplace

While handshakes and hugs are on hold for now, co-workers have been looking forward to being in the same space again. To keep business operations running smoothly, wearing of masks should be mandatory and safe distancing practiced at all times. Some other precautions to take can include:

Reconfigure the Office

To give everyone enough space to feel comfortable, you will need to create new layouts. Desks should no longer face each other or the center of the room. Turn them toward windows or walls. If workstations can't be separated, put up plexi-glass partitions. Use decals and tape to indicate directional flow on carpets and floors. For better airflow indoors, open windows and use fans wherever convenient.

Reconsider Breaktime

If you have a break room or cafe, you might want to close it down or cordon off sections, reduce hours, stagger shifts or establish alternate days of use for employees. Providing outdoor seating and bringing in food trucks will provide more options.

Rethink Meetings

Unless you have a large conference room where everyone can wear masks and/or be safely distanced, your approach to meetings will have to change. There are plenty of ways to still get everyone to connect, including video chats/conferencing, group emails, texting, and good old-fashioned phone calls. And when weather permits, hold meetings outside in the fresh air.

Reroute Commutes

Getting to work for your staff might mean possible exposure to the virus while doing so. If they can, encourage employees to walk, bike or drive themselves. Those relying on public transportation should try to travel during less busy times (having flexible hours will assist with this) and use apps for payment versus cash, credit cards or paper tickets to minimize spreading of germs.



Call in the Professionals

At Clean Harbors, we know implementing all the tasks required to keep your place of business safe can be overwhelming. We're here to help with our D3 Clean program that goes beyond basic cleaning – offering disinfection, decontamination and disposal services. No matter the size of your business, let us remove the worry for you and set you up for continued success.

About Clean Harbors D3

Only D3 Clean offers the proven processes, specialized equipment and skilled personnel to protect your business from the risks of COVID-19. We help schools, businesses and other organizations safely reopen their doors with a dedicated workforce of 1,200 mitigation experts, all trained in COVID-19-related remediation and mitigation safety.

To learn more, go to
www.cleanharbors.com/d3
or call 1-844-DECON-19.



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