



4-POINT

BACK TO BUSINESS PLAN

A Safer Way to Re-Open Your Business

JUNE 2020

Ready for Re-Opening Day

We hope this message finds you and your families well and healthy. Undoubtedly, the recent months have been some of the most challenging we've faced as a nation and as a global business community. But we can begin to see the light at the end of the tunnel as our world moves to a gradual, and safe re-opening of the economy.

As you prepare to get back to work, we know that nothing is more important than the safety and security of your employees and customers.

We're here to help.

Since the beginning of the outbreak, Stratus Building Solutions has been a proud partner to thousands of companies across North America. We know what it takes to clean, disinfect, and sanitize buildings to reduce the spread of COVID-19, and provide safer, healthier facilities.

Now, we are delighted to give your business the right plan and information it needs to re-open and get Back-to-Business safely.

If there's anything we can do to help make your re-opening day, and every business day, cleaner and safer, just ask. We'd be happy to review your current re-opening goals and assist in any way we can.

Stratus Building Solutions

www.stratusbuildingsolutions.com/contact-us



Implementing the 4-Point Back-to-Business Plan:

You'll find out more details on how to implement, maintain or revise your 4-Point Back-to-Business Plan in the following pages, along with the trusted resources you can turn to for up to the-minute guidance on reducing the risk of the COVID-19 in your workspaces.

The Stratus 4-Point Back-to-Business Plan is based on the guidelines for re-opening businesses and workspaces put out by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), World Health Organization (WHO) and the U.S. Department of Health and Human Services (HHS).

4-Point Back-to-Business Plan

Re-Open with Confidence

The CDC and other renowned health organizations recommend that before a facility can re-open safely, it needs to have a cleaning and disinfecting plan in place to reduce the risk of spreading COVID-19. Our 4-Point Back-to-Business Plan shows you what to do during each key phase of your re-opening process.

1

Pre-Opening Preparation

Consult local and state agencies for re-opening timeline. Prepare your employees and facility with new behavior protocols such as work area distancing and PPE requirements.

2

Pre-Opening Cleaning Strategy

Evaluate your workspaces. Decide what to clean, how to clean and when to deep clean, disinfect or sanitize areas, especially high-touch surfaces, correctly and efficiently.

3

Continual High-Level Cleaning Process

Keeping your facility at the highest cleaning standards is crucial to maintaining a safer, healthier environment during The COVID-19 pandemic. Determine how often to clean, what procedure will be used for continual cleaning, what products to use and decide on the best cleaning company for your needs.

4

Proactive Cleaning Plan Regarding COVID-19 Exposure

COVID-19 is a highly contagious virus that can spread fast. Be ready to quickly mitigate and eliminate any possible new COVID-19 exposure within your facility or workspaces with the right process and cleaning professionals.

Get the COVID-19 Information You Need to Work Your 4-Point Back-to-Business Plan

What is COVID-19?

COVID-19, commonly referred to as coronavirus and caused by the virus SARS-CoV-2, is a highly contagious respiratory illness. According to WHO, CDC and other international health agencies, the virus spreads primarily from person-to-person through respiratory droplets produced when an infected person coughs or sneezes. Since the virus can live on surfaces for hours or even days, it is possible to contract the disease by touching an object and then touching one's mouth, nose, or eyes. Symptoms can include fever, cough, and shortness of breath and occur 2-14 days after exposure to the virus.

How Do You Prevent COVID-19?

Avoiding coming in contact with the virus either via person-to-person transfer or on surfaces is known to be the most effective method to prevent your employees and clients from contracting COVID-19. The CDC suggests cleaning surfaces with soap and water can help stop the spread of COVID-19 and using EPA-approved disinfectants can reduce the risk even further. Maintaining social distancing and using PPE, such as masks and gloves, are other ways to prevent the spread of the disease.

How Do I Find Out More About COVID-19 and Re-Opening My Business?

Since COVID-19 is a new disease, new information is continually being released or updated. Here is a list of resources you should bookmark and refer to regularly for the latest facts and recommendations surrounding this disease.

- State / Local Guidance Link:
- Center for Disease Control (CDC): cdc.gov/coronavirus/2019-ncov/community/reopen-guidance
- OSHA: osha.gov/SLTC/covid-19
- The White House: whitehouse.gov/openingamerica
- U.S. Department of Health and Human Services (HHS): hhs.gov
- World Health Organization (WHO): who.int/health-topics/coronavirus
- U.S. Chamber of Congress: uschamber.com/co/reopening
- U.S. Environmental Protection Agency (EPA): epa.gov/coronavirus
- Stratus Building Solutions: stratusbuildingsolutions.com/blog

1

Stage 1:

Before you re-open, develop and communicate new procedures and protocols that will help returning employees and customers feel more comfortable. Hire a cleaning service, like your local experts from Stratus Building Solutions, and source essentials, such as gloves or paper products. Below are recommended steps to navigate the new normal based on guidelines from national and international health agencies. Check with your local and state health departments for specific requirements in your area.

Pre-Opening Preparation

Protect Your Customers and Employees

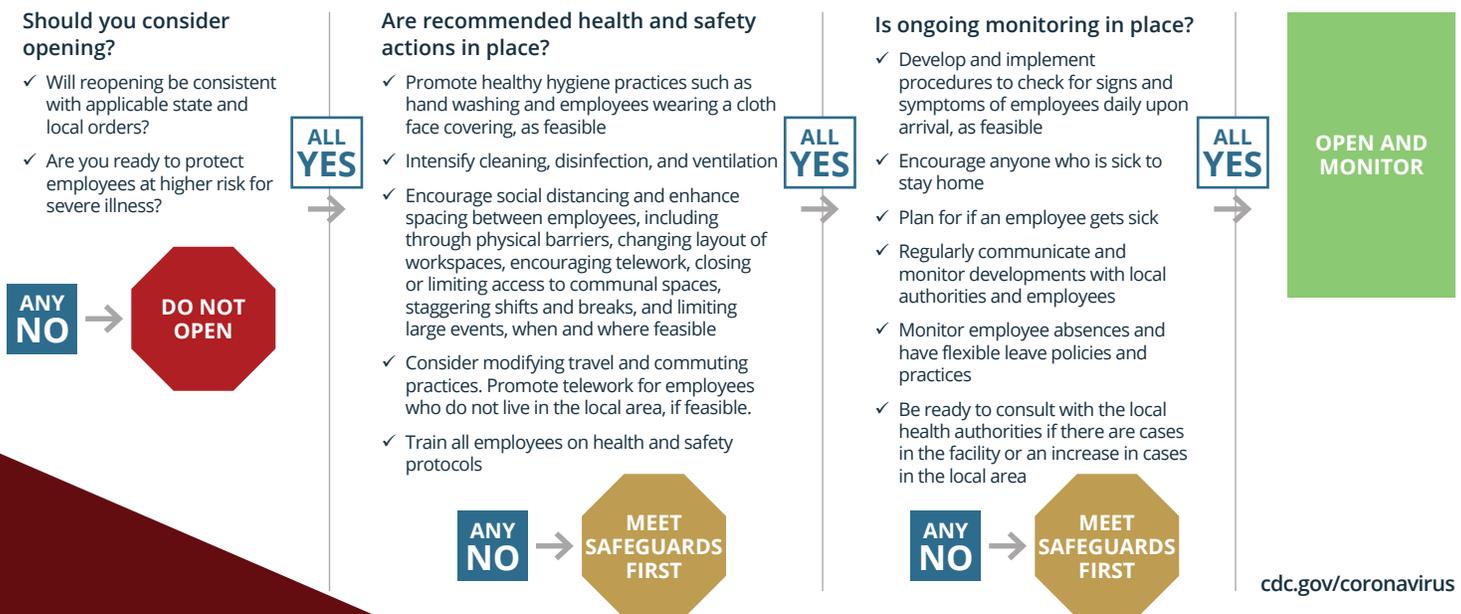
- Suggest employees wear masks, gloves, and/or goggles
- Consider asking customers to wear masks
- Recommend social distancing of 6 feet between tables, desks, and/or customers
- Implement daily employee temperature checks, especially if your business works with the public or with vulnerable populations such as a school or daycare
- Offer a flexible work program to reduce the number of employees on-site

Get Your Facility Ready

- Post new signage, such as: hand washing, customer occupancy limit, face-covering policy, and sick policy
- Add 6 foot markers to encourage social distancing in aisles, sitting rooms or waiting areas
- Consider plexiglass guards for coffee bars, cash registers, or customer service desks
- Provide sanitation stations, hand sanitizer (60% alcohol) and no-touch trash cans
- Replace your air filters to make your system run better and increase ventilation
- Develop a facility cleaning strategy

Choose Your Re-Opening Date

Consult local agencies to find out when your business can re-open. Use this chart to self-evaluate your own readiness for re-opening.



cdc.gov/coronavirus

2

Stage 2:

Once you've selected a reopening date, the next step in our recommended process is determining your cleaning and disinfection needs. Develop and implement your cleaning plan using the steps below. Don't forget to display your "Recently Cleaned and Disinfected" signage when you're done.

Implement Your Cleaning Plan

Once you have a plan, it's time to take action. Make sure your staff and/or cleaning crew is wearing the correct PPE (personal protective equipment). For more specific guidelines for your exact situation, consult the resources listed on page 3. Or call your local Stratus Business Solutions franchise and we'll custom-tailor a COVID-19 routine, deep clean and disinfecting plan for you.

Provide a Healthier Environment for Your Customers and Employees

Pre-Opening Cleaning Strategy

Evaluate Your Workplace

Walk through your facility and take note of objects, surfaces, and traffic flow. Most surfaces and objects will just need normal routine cleaning, but high-touch areas, such as door handles and cash registers require more frequent disinfecting. Electronics, computers, printers and copiers will need specialized cleaning care. Consider the type of surfaces you have and how often they are touched. Develop a plan for cleaning porous surfaces such as carpets and upholstery and a different cleaning method for metal or hard surfaces. Consider eliminating high-maintenance items for now. For example, if you have a children's play area, you'd have to clean every toy, every time.

Establish Cleaning Priorities & Products

Soap and water may be adequate for the vast majority of the cleaning required in your facility. However, you will also want to use hospital-grade disinfectant to assure removal of viruses like COVID-19. Review the list of N disinfectants on the [EPA site](#). The list includes familiar brands like Clorox® and Lysol®, plus specialty brands that your commercial cleaning company might utilize.

Deep Cleaning

A deep cleaning is the equivalent of having a month's worth of cleaning done all at once. It's perfect for a facility that's been closed up for weeks and has dust, dirt and trash that needs to be removed. With a deep clean, your facility will be thoroughly freed of soil and grime. Ideally, your facility should be closed for at least 24 hours before you deep clean if it has been recently occupied.

Disinfecting Services

Professional disinfecting services use EPA-recommended disinfectants to kill the COVID-19 virus throughout your facility. This service is best used for facilities that have been occupied within the last 7 days. Before you start disinfecting, you'll want to do a deep or routine cleaning, so schedule appropriately. The disinfectant will be more effective on surfaces if the dirt, grime, and dust is removed.

This Facility is Routinely
Cleaned And Disinfected



Promoting Healthier Environments for Customers and Employees

Notice: All Disinfectants Are EPA Registered: List N For Use Against SARS-Cov-2 (COVID-19) . Disinfecting Services Do Not Prevent Person-To-Person Transmission Or Reintroduction Of Microorganisms.

High-Frequency Touchpoints

General

- Telephones
- Desks
- Chairs
- Light Switches
- Door Handles
- Computers
- Tablets
- Printing Equipment
- Tables
- Trash/Recycling Receptacles
- Drinking Fountains

Resident/Patient Rooms

- Door Handles
- Light Switches
- Dressers
- Television Remotes
- Telephones
- Nurse's Call Light
- Bedside Tables
- Sink Fixtures
- Railings
- Television
- Drawer Handles
- Trash/Recycling Receptacles
- Temperature Controls
- Alarm Clocks
- Tables
- Chairs

Restrooms/Locker Rooms

- Light Switches
- Door Handles
- Dispensing Equipment - Soap, Sanitizer, Towels
- Bathroom Fixtures
- Toilets Seats and Handles
- Changing Stations
- Stalls
- Stall Handles and Latches
- Trash/Recycling Receptacles
- Lockers/Locker Handles
- Shower Fixtures

Production/Maintenance

- Tool Crib Benches, Hard Surfaces, Tools
- MRO Vending Machines
- Machines Control Buttons and Safety Guards
- Fork Lifts, Tow Motor (Inside/Out)
- Warehouse Door Open / Close Control Buttons
- Warehouse Work Benches
- Pens or Other Writing Utensils
- Clipboards

Cafeteria/Breakroom

- Door Handles
- Light Switches
- Dispensing Equipment - Soap, Sanitizer, Towels
- Mop Sink & Fixtures
- Hand Wash Sink & Fixtures
- Utensils
- Food Contact Surfaces
- Trash/Recycling Receptacles
- Tables
- Seating - Chairs/Booths
- Registers & Tablets
- Buffet/Sneeze Guards
- Door Handles
- Cabinet Handles
- Menus
- Bars & Bar Areas
- Railings
- Coffee Pots
- Buckets/Bucket Handles
- Cleaning Utensils
- Telephones
- Serving Trays

Lobby/Entryways

- Door Handles
- Elevator Buttons
- Countertops
- Chairs
- Tables
- Coffee Pots
- Light Switches
- Stair Railings

3

Stage 3:

After reopening your business, it will be important to maintain a clean environment. During the COVID-19 outbreak, this will most likely mean performing more cleaning, more often. Here are some questions to ask that will help you tailor an ongoing maintenance plan that fits your particular needs.

What are the Specific Guidelines for My Particular Business?

Refer to the list of resources on page 3 for more specific facility information and guidelines on maintaining facilities to prevent the spread of the coronavirus. Or call your local Stratus Business Solutions franchise and we'll custom-tailor a COVID-19 cleaning plan for you.

Continual High-Level Cleaning Process

What's My "New Normal" Cleaning Routine During the COVID-19 Outbreak?

You should do routine cleaning daily. You should also set up regular professional disinfecting services on a rolling basis. You'll want to clean all visibly dirty surfaces in your facilities to remove dust and soils – and then disinfect the workspace. The disinfectant will be more effective on surfaces if the dirt, grime, and dust is removed. The frequency of your cleaning scheduling depends on how much public traffic your business gets, and whether you work with vulnerable populations, such as assisted living centers.

What Products Should My Cleaning Company Use?

For a well-maintained facility with no known COVID-19 exposure, normal routine cleaning with soap and water will work for the vast majority of surfaces. Use hospital-grade disinfectants for high-touch areas.

Additionally, Make Sure to Focus on High-Touch Areas

Stopping the potential spread of the coronavirus starts with eliminating it in the areas and on the surfaces people in your facility interact with most. High-use areas such as restrooms and entryways should be cleaned on a rotating basis during the day. Focus in on high-touch areas:

- Clean doors, furniture and other objects in entryways and exits
- Frequently wipe down elevator buttons, light switches and light switch plate covers
- Pay extra attention to surfaces people grab such as door handles, cabinet knobs, sink faucets and stair rails
- Continually wipe down shared touch screens, tv remotes, cash registers, ATM touchpads, tablets, computer screens, keyboards, phones, and other electronics with alcohol-based wipes
- Don't forget the tables, chairs, desks in conference rooms, breakrooms, waiting areas and lobbies
- Review the high-touch point checklist on page 6 for more suggestions for your particular business

4

Stage 4:

Even with the very best re-opening procedures and cleaning practices, your business is still at risk for an exposure to COVID-19 as long as the pandemic lasts. Having a proactive plan to deal with exposure quickly and efficiently is crucial. During this outbreak, here are some steps to take to mitigate or eliminate the effects of exposure and get back to business as quickly.

Proactive Cleaning Plan Regarding COVID-19 Exposure

Deep Clean, Disinfect and Maintain

In a well-maintained facility, with the right cleaning service, this process can take a lot less time than you think so you can re-open your business as soon as possible, safely. Refer to the list of resources on page 3 for more specific facility information and guidelines on managing a deep clean and disinfect after exposure to the coronavirus. Or call your local Stratus Business Solutions franchise and we'll custom-tailor a COVID-19 exposure cleaning plan for you.

Schedule Regular Disinfecting Services

When your building is consistently being disinfected, you can reduce COVID-19 exposures before they spread. Frequent disinfecting is a must for businesses that see a lot of foot traffic or are rightfully concerned about controlling viruses such as medical offices and facilities. Use a hospital-grade, EPA-approved disinfectant.

Permanently Eliminate Hot Spots

After you've been exposed to COVID-19, you might need to implement more drastic measures to reduce the spread of the virus until the risk passes. Close common areas such as breakrooms, remove doors to eliminate multiple touchpoints or remove porous materials such as carpets, rugs, and upholstery. Porous materials trap germs and can prove difficult to keep virus-free.



We Can Help You Every Step of the Way

Over 10,000 businesses all over North America have trusted Stratus Building Solutions to provide deep cleaning, sanitation, and disinfection services since the start of the COVID-19 pandemic. As our world starts to return to normal, Stratus can make sure your customers and staff return to a safe, clean environment.

- *Stratus has been very flexible to our needs as we have attempted to navigate the current shut down. They do an excellent job. -- Mike Pucket, Grassland Heights Baptist Church*
- *Quality Cleaning Service. Especially during these uncertain times, partnering with Stratus was one of the best things I could have done. I truly appreciate the partnership and communication to keep our business clean and safe for our employees. -- Birdie Sharp, Hermanson Company*

In addition to our recurring commercial cleaning services, Stratus has expanded our disinfection capabilities in order to best serve our clients needs by including packages to help you more efficiently determine what is the best fit for your business. Contact us for a free quote.

As a leader in commercial cleaning with the most comprehensive green janitorial service, building and office cleaning services in the industry, Stratus Building Solutions is proud to help you keep your workplaces clean and productive, and your customers and employees safer during this unprecedented time... and in the future.

Stay Safe,

The Stratus Team

Stratus Building Solutions

www.stratusbuildingsolutions.com/contact-us

Line Up Your Re-Opening Task Force

Need	Vendor	Contact Info	Notes
Regular Cleaning	Stratus Building Solutions	www.stratusbuildingsolutions.com/contact-us	
Emergency COVID-19 Exposure Cleaning Service	Stratus Building Solutions	www.stratusbuildingsolutions.com/contact-us	
Sanitary and Cleaning Supplies	Stratus Building Solutions	www.stratusbuildingsolutions.com/contact-us	
PPE Supplier			
HR Consultant			
Legal Consultant			
Business Insurance			
Bank/Financial Resource			
COVID-19 Local Government Task Force			

Now that you have a solid plan in place to re-open your business, it's time to choose the right resources to implement it. We know you have a lot to do to get back to business. Your local Stratus Building Solutions franchise is ready to help you get "cleaning" checked off your list.



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