

# FACILITY CLEANING POLICY

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all Village employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

The Village is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

The Village is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

The Village is responsible for explaining to all employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

The Village is responsible for providing a cleaning schedule to all employees.

In addition, the Village has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

## Person-in-charge must ensure:

- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms ([CDC Cleaning Guidelines](#));
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only [EPA approved disinfectants](#) effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

## Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.

Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.