

EMPLOYEE QUICK START GUIDE: Commercial Facilities Public Areas

FOLLOW SAFETY BASICS

Workplace health and safety procedures are important for the well-being of both employees and customers.

[Video: COVID-19 Safety](#)
[COVID-19 Protection Steps](#)
[COVID-19 Facts, Prevention and Response](#)
[Video: P is for Pathogen](#)
[Chemical Safety](#)

PRACTICE AND PROMOTE PROPER HAND HYGIENE

Hand washing reduces the risk of respiratory infections by 21%.

[Video: Handwashing Procedure](#)
[Handwashing Procedure](#)
[Hand Sanitizing Procedure](#)

DISINFECT HIGH-TOUCH HARD SURFACES

All high-touch areas, such as door handles, drinking fountains, and elevator buttons must be disinfected regularly.

[Disinfecting Procedures](#)

PUBLIC AREA PROCEDURES

Following proper cleaning procedures in all offices, conference rooms, gyms and public areas is critical to promoting public health.

[Public Area Cleaning Procedures](#)
[Video: Public Restroom Cleaning Procedures](#)
[Public Restroom Cleaning Procedures](#)
[Video: Entrance Way Cleaning Procedures](#)
[Video: Lobby Cleaning Procedures](#)
[Video: Hallway Cleaning Procedures](#)

Additional Resources

[Commercial Facilities Front Desk](#)
[Commercial Facilities Cafeteria / Dining Area Commercial](#)
[Commercial Facilities Kitchen Procedures](#)

[COVID-19 Commercial Facilities Resource Library](#)



Training links for mobile application available in
[Training Resources for Resuming Operations](#)

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EMPLOYEE QUICK START GUIDE: Commercial Facilities Front Desk

FOLLOW SAFETY BASICS

Following basic safety guidelines helps protect you and others.

- [Video: COVID-19 Safety](#)
- [COVID-19 Protection Steps](#)
- [COVID-19 Facts, Prevention and Response](#)
- [Video: P is for Pathogen](#)

PRACTICE AND PROMOTE PROPER HAND HYGIENE

Washing hands frequently reduces the risk of respiratory infections by 21%.

Hand sanitizer should be available on or near the front desk for for visitor use.

- [Video: Handwashing Procedure](#)
- [Handwashing Procedure](#)
- [Hand Sanitizing Procedure](#)

DISINFECT HIGH-TOUCH HARD SURFACES

Disinfectant sprayed on a cloth or disinfecting wipes should be frequently used on all surfaces touched by visitors in between each visitor interaction. Examples include front desk tabletop, door handles, waiting chairs, and more.

- [Disinfecting Non-Food Contact Surfaces](#)

REASSURE CUSTOMERS, VISITORS AND EMPLOYEES YOUR FACILITY IS SAFE

Messaging that extensive cleaning and disinfection procedures are being followed is important to help customers, visitors and employees feel safe.

- Communicate any new personal interaction expectations (distancing, masks, etc.) to maintain safety
- Tell customers, visitors and employees about the new cleaning processes and safety measures implemented across the facility
- Ensure any available signage informing customers, visitors and employees of cleanliness standards and reminders for safe behaviors is on display

Additional Resources

- [Commercial Facilities Public Spaces](#)
- [Commercial Facilities Cafeteria / Dining Area Commercial](#)
- [Commercial Facilities Kitchen Procedures](#)

[COVID-19 Commercial Facilities Resource Library](#)



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EMPLOYEE QUICK START GUIDE:

Commercial Facilities

Cafeteria / Dining Areas

FOLLOW SAFETY BASICS

Workplace health and safety procedures are important for the well-being of both employees and customers.

[Video: COVID-19 Safety](#)
[COVID-19 Protection Steps](#)
[COVID-19 Facts, Prevention and Response](#)
[Video: P is for Pathogen](#)
[Chemical Safety](#)

PRACTICE AND PROMOTE PROPER HAND HYGIENE

Hand washing reduces the risk of respiratory infections by 21%.

[Video: Handwashing Procedure](#)
[Handwashing Procedure](#)
[Hand Sanitizing Procedure](#)

CAFETERIA

All food-contact surfaces, including tabletops and salad bars must be sanitized frequently.

All non-food contact high-touch areas--including door handles and chairs--must be disinfected multiple times daily.

[Cafeteria / Dining Areas Procedures](#)
[Sanitizing / Disinfecting Food-Contact Surfaces](#)
[Disinfecting Non-Food Contact Surfaces](#)

PUBLIC AREAS

Following proper cleaning procedures is critical to promoting public health.

[Video: Public Restroom Cleaning Procedures](#)
[Video: Entrance Way Cleaning Procedures](#)
[Public Area Cleaning Procedures](#)
[Public Restroom Cleaning Procedures](#)

Additional Resources

[Commercial Facilities Public Spaces](#)

[Commercial Facilities Front Desk](#)

[Commercial Facilities Kitchen Procedures](#)

[COVID-19 Commercial Facilities Resource Library](#)



Training links for mobile application available in [Training Resources for Resuming Operations](#)



EMPLOYEE QUICK START GUIDE: Commercial Facilities Kitchen

FOLLOW SAFETY BASICS

Workplace health and safety procedures are important for the well-being of both employees and customers.

[Video: COVID-19 Safety](#)
[COVID-19 Protection Steps](#)
[COVID-19 Facts, Prevention and Response](#)
[Chemical Safety](#)

PRACTICE AND PROMOTE PROPER HAND HYGIENE

Hand washing reduces the risk of respiratory infections by 21%.

[Video: Handwashing Procedure](#)
[Handwashing Procedure](#)
[Hand Sanitizing Procedure](#)

KITCHEN

All food-contact surfaces, including countertops, sink surfaces, etc. must be sanitized after use.

All non-food contact high-touch areas--including freezer doors, door handles, etc--must be disinfected multiple times daily.

[Video: Complete Procedures](#)
[Kitchen Procedures](#)

FOOD SAFETY

Providing safe food requires careful attention by all employees.

[Sanitizing / Disinfecting Food-Contact Surfaces](#)
[Food Safety Basics](#)
[Article: Warewashing Best Practices](#)
[On-Demand Webinar: Food Safety 101](#)

Additional Resources

[Commercial Facilities Public Spaces](#)

[Commercial Facilities Front Desk](#)

[Commercial Facilities Cafeteria / Dining Area](#)

[COVID-19 Commercial Facilities Resource Library](#)



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