



ESCALATING YOUR RESPONSE TO COVID-19

In the face of uncertainty and an unseen threat, it's imperative to limit operational downtime and protect people. Doing so requires evaluating and planning beyond your immediate needs. While the crisis will subside, its presence will be felt for long after. Right now, you are most likely taking two types of action: cautionary or required. Whichever avenue you choose, you can ensure that your team is never caught off guard and can overcome future outbreaks.

GLOBAL DISASTER SOLUTIONS

Right now, your primary goal is getting back to work safely.

CAUTIONARY ACTION

No confirmed cases or exposure is expected

Whether you're designated essential service or the work simply cannot stop, you're actively taking the steps needed to protect your building—and the people who occupy it at any given moment—with procedures that provide peace of mind.

Understand the difference between deep-cleaning, sanitization, and disinfection.

Cleaning removes dirt and impurities only.

Sanitizing reduces germs to safe levels.

Disinfection kills most germs on surfaces.

Not all cleaning companies are equal. Ensure your vendor has a current certificate of insurance (COI) along with a chemical list with EPA numbers and CDC recommendations.



Identify areas where infection may have spread and prioritize zones of greater need.

If opting for a full disinfection, allow necessary time before returning to the building. Odors need time to dissipate, and other surfaces must dry and set.

Areas to be disinfected should include office, mail and copy, and recreation areas, including other hand-operated and touch equipment.

In the event personnel must be present during disinfection procedures, determine whether they will need temporary facilities to continue working.



A separate sanitization plan may be necessary for IT fleets and other electronic devices.

We specialize in disaster preparedness. We can provide you with both the expertise and the solutions necessary to mitigate risk and create contingency plans that ensure minimal business disruption.

- Wipe down of horizontal surfaces
- Disinfection of vertical surfaces
- Electrostatic disinfectant spray
- Micro-mist disinfection
- Dry fog disinfection

- CDC-approved cleaning agents
- 1-on-1 consultation
- Negative pressure rooms for isolation
- Temporary portable assets
- Logistical support

REQUIRED ACTION

Confirmed COVID-19 cases and contamination

Regular operations are disrupted. Your people and your facilities are at risk. It's more important than ever to maintain confidence, keep operations upright, and get back to business as usual.

Take all CAUTIONARY ACTION in addition to the following considerations.

Expert disinfection service providers will wear appropriate PPE and abide by strict waste disposal guidelines.



If facilities must be closed for disinfection, ensure that other critical services can remain unaffected (e.g., food, housing, restrooms).



Essential personnel: It's important to provide separate work areas for those without symptoms, but it's equally important to protect those with confirmed diagnoses by providing work and rest areas of their own.

Develop a custom plan to protect people and property, preparing for potential COVID-19 seasonality (i.e., the flu) and repeat outbreaks.



For businesses with multiple offices and/or locations, it is recommended to restrict all movement between locations to reduce risk of possible infection.

We have effectively abated the likes of H1N1 (Swine Flu), Avian Influenza, and SARS. We know these threats have a ripple effect on operations and require multi-faceted solutions that go beyond disinfection. We provide turnkey services that can remove the burden of virus mitigation from your business operations.

- Portable restrooms
- Emergency/supplementary food service & catering
- Mobile workspaces
- Cautionary disinfection services
- 1-on-1 consultation
- Negative pressure rooms for isolation

RE-ENTRY PROCESS

Returning to the office after cautionary and responsive action

Before setting a return date, assign a cross-functional team to develop a re-entry plan that keeps your employees and building safe. This team should consist of HR, legal, risk management, operations, and safety personnel.

PHASE 1 Prepare Your Physical Workplace

Clean & Disinfect
Hire a professional team, like Cotton Global Disaster Solutions, to properly clean and disinfect your facility.

Reconfigure the Space
Social distancing protocols should still be enforced to protect the well-being of your employees. Before everyone returns to the office, ensure that each workspace complies with social distancing protocols.

- Consider:**
- Creating space between workstations
 - Adding non-porous barriers
 - Temporarily closing break rooms and common areas

PHASE 2 Define the Re-entry Process

Phased Return Approach
Phase in your workforce by 20% each time.

Staggered Shift Approach
Reduce the number of employees that are in the office at once, splitting between the first and last half of the day.

Employee Testing & Monitoring
Companies around the world have installed testing stations onsite to test employees for COVID-19 symptoms. If you're considering this possibility, make sure you follow your local government and the CDC's guidelines for testing and re-opening to avoid ADA issues.

PHASE 3 Enforce Proper Safety Protocols

Place signs around the office reminding everyone to practice social distancing.

Provide employees with PPE (face masks, gloves, protective eyewear) if needed.

Make hand sanitizers and cleaning wipes easily accessible.

Encourage employees to frequently sanitize their desks, keyboards, and other high-touch areas.

Remain Vigilant
There is no guarantee that COVID-19 or another pandemic won't affect our businesses again, but if we remain vigilant and prepare for the unknown, we'll get through it, together.

Ready to Deploy Now

Getting back to business before, during, or after a viral pandemic is a serious undertaking. Doing so quickly and safely takes a comprehensive partner who has been there many times before. Whether you are taking the first steps or navigating a coronavirus outbreak right now, our team can activate at a moment's notice.



GLOBAL DISASTER SOLUTIONS

HOW TO PREPARE YOUR BUSINESS FOR RE-ENTRY AFTER COVID-19

American communities are getting ready to re-open for business, but before doing so, extra precautions must be taken to ensure the safety of your guests, tenants, and employees. Before setting a return date, assign a cross-functional team to develop a re-entry plan that keeps your employees and building safe. This team should consist of HR, Legal, Risk Management, Operations, and Safety personnel, as well as Building Management.

Cotton Global Disaster Solutions specializes in disaster preparedness and can provide you with both the expertise and solutions necessary to mitigate risk and limit business interruption in the future. Follow our helpful 3-phase guide to plan your re-opening.

PHASE 1

PREPARE YOUR PHYSICAL WORKPLACE

CLEAN & DISINFECT

Hire a professional team, like Cotton Global Disaster Solutions, to properly clean and disinfect your facility. With over 20 years of biological and environmental cleaning experience, Cotton GDS can efficiently and effectively prepare your building for its re-opening.

- Manual wipe down of horizontal and vertical surfaces
- Use of CDC/EPA-approved cleaning agents
- State-of-the-art equipment to efficiently coat hard-to-reach spaces and broad areas such as electrostatic spraying, micro mist sanitization, and dry fog disinfection

RECONFIGURE THE SPACE

Before everyone returns to the office, ensure that each workspace complies with social distancing protocols. If you find there isn't enough space (about 6-ft) between seating areas, make the necessary adjustments as soon as possible.

PHASE 2

DEFINE THE RE-ENTRY PROCESS

PHASED RETURN APPROACH

You're now ready to re-open your business and welcome your employees back. But should you allow everyone to return all at once? Consider these recommendations when determining your specific business needs:

- For a cautious approach, phase in your workforce by 20% each time
- Stagger shifts so you reduce the number of employees that are in the office at once
- Choose a re-entry solution that allows you to serve your clients and partners, without compromising the health of your employees

EMPLOYEE TESTING & MONITORING

Companies around the world have installed testing stations onsite to test employees for COVID-19 symptoms. If you're considering this possibility, make sure you follow your local government and the CDC's guidelines for testing and re-opening to avoid ADA issues.

PHASE 3

ENFORCE SAFETY

PROPER PROTOCOLS

You've made arrangements to your workspace and designed your plan for a safe return. As you take your first step toward normalcy, remember to continue practicing safety, and encourage your employees to do the same.

- Place signs around the office reminding everyone to practice social distancing
- Provide employees with PPE (face masks, gloves, protective eyewear) if needed
- Make hand sanitizers and cleaning wipes easily accessible
- Encourage employees to frequently sanitize their desks, keyboards, and other high-touch areas

REMAIN VIGILANT

Remain vigilant and prepare employees for their return to the workplace by enforcing protocols to protect individual health and safety. Cotton GDS is your trusted partner for a safe return to business operations, now and in the future.