

# Wash Hands

## Poster Information



- Wash your hands thoroughly for at least 20 seconds, following the ministry of health regulations.
  - Use water at least 100 ° F (38 ° C)
  - Dry with a single use towel
  - Sanitize with the alcohol-based sanitizer which contains at least 60% alcohol.
  - We have provided sanitizer stations and signage by entrances, all commonly used entrance or exit from a room, including loading docks, locker rooms and employee cafe.

# Personal Protective Equipment (PPE)

- Proper PPE helps prevent the virus from spreading
- Our employees need appropriate, government approved PPE once they enter the workplace, and we will make the necessary provisions.
- Put on supplied PPE, including face mask, hair covering, beard net and gloves following approved procedure. Posters will be installed in all staff areas
  - (See below)
- Provide Sanitizer on all Dock Areas and public spaces
- We will implement 'Touchless' Product Delivery and Provide Disposable Gloves to incoming Delivery Drivers
- We will discard used PPE in a separate container from regular rubbish, with a pedal operated lid *(See also under disposal program)*.

## Poster – Glove Removal Procedure

### REMOVING PROTECTIVE GLOVES



## Poster – Mask Wearing Procedure

### HOW TO WEAR A MASK?

Use surgical masks instead of N95 masks.





# FOR Employees and Clients

This communication is being provided as part of the Montego Bay Convention Centre's (ASM Global) VenueShield environmental and venue re-activation initiative. The information is provided to offer guidance to what our venue is doing where stay at home orders are being lifted.

## 1. Basic guidelines – physical areas

In advance of returning team members to the venue and preparation to receive clients, the following information regarding the physical spaces. Note: Public safety codes, building codes, applicable laws and security requirements must not be compromised to reduce the potential for physical contact with items in the workplace.

### BUILDING ENTRY / RECEPTION AREA:

We consider the following guidelines to control building ingress and egress, and that promote ongoing safety and precautionary measures at those points. These might include:

#### Reception:

- Training reception personnel on safe interactions with guests
- Disposable sticker security tags rather than recycled clips or lanyards

#### Signage:

- Install signage at multiple, relevant locations in the entry sequences
- Explain building access rules and other protocols that impact how occupants use and move throughout the building

#### PPE and Cleaning:

- Provide receptacles for used/discarded PPE
- Monitor and review of existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas

### SHIPPING AND RECEIVING AREAS:

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported. The virus does not survive for long on surfaces and the length of shipment time and other environmental factors should inactivate the virus. If we receive an expedited package from an area where COVID-19 is present, we effect these steps:

- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose, or mouth.

Before reopening review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers and so forth) and effect our revised plan that is aligned to COVID-19 safety precautions. These include:

- Routing instructions and plans to avoid deliveries through employee or main entrance and instead route through areas that will minimize contact
- Separating shipping and receiving areas from the general population
- Require personnel handling mail and parcels to wear PPE to receive parcels, mail and other deliveries, and train them in the proper use and disposal of PPE
- Sanitizing the exterior of packing
- If appropriate, removing items from boxes and appropriately discard

# BASIC GUIDELINES - PHYSICAL AND COMMON AREAS



## COMMON AREAS / LOBBIES

We will effect these guidelines that promote safety and guide building occupants through common and amenities areas beyond the entry. These include:

### Hand sanitizer:

- Hand sanitizer in stairs, lobbies and all other building common areas

### Signage:

- Wayfinding signage or floor markings to direct foot traffic and ensure safe social distancing

### Casual gathering spaces:

- Re-arrange furniture to promote social distancing

### Cleaning:

- Monitor and review existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas



## BASIC GUIDELINES - PHYSICAL AREAS

### FREQUENTLY TOUCHED SURFACES

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items in the workplace that are also touched by others, individuals can reduce their exposure to communicable diseases. Solutions may be temporary or permanent.

In addition to providing disinfectant sprays or wipes adjacent to each touchpoint, consider the following suggestions to reduce touchpoints:

Light/power switches:

- Affix signage to remind occupants to keep switches on all day
- Provide wall-mounted disinfectant dispensers.

Doors and drawers:

- We will affix doors in an open position

Collaboration tools (conference phones, room reservation panels):

- We will remove shared conference phones and encourage the use of personal mobile phones or laptop softphones for teleconferences.
- We will remove whiteboard pens and erasers and encourage individuals to bring and manage their own
- We will provide whiteboard cleaning solution and disposable wipes adjacent to every board Remove remote control handsets and provide instructions for manual equipment use instead

## PROTECT YOURSELF & COWORKERS FROM COVID-19



- STAY HOME IF YOU ARE SICK WITH A COUGH OR FEVER SYMPTOMS



- STAY 6 FEET AWAY FROM OTHER CUSTOMERS AND STAFF AS MUCH AS POSSIBLE



- USE A FACE COVERING WHILE YOU ARE HERE



- WASH YOUR HANDS WITH SOAP OR SANITIZE YOUR HANDS AFTER CONTACT WITH FREQUENTLY TOUCHED SURFACES

Chairs:

- Remove unnecessary fabric upholstered chairs
- Affix notices to each chair reminding occupants to avoid or disinfect touchpoints

Shared equipment: (printers, copiers)

- Reduce the quantity of printers and copiers to dissuade printing

Supplies storage:

- Secure supplies storage and designate specific personnel to manage stock and distribute items
- Add places for individuals to store and secure their own items separately from others (i.e., individual coat hooks rather than coat closets used by the group)

Waste receptacles:

- We will provide separate waste bins for PPE



# III. INSIDE THE WORKPLACE

It will be important that we communicate to our team members any changes that we are implementing inside our workplaces. All areas of the workplace will make every effort to maintain social distancing protocols.

## WORKPLACE HYGIENE PRACTICES

We will encourage good personal hygiene and infection control practices when team members are in the workplace, including:

### Respiratory etiquette:

- We will encourage covering coughs and sneezes into a tissue and immediately throwing tissue away
- Turn away from others when coughing or sneezing

### Hand hygiene:

- We will promote frequent and thorough hand washing
- We will make hand sanitizers available in multiple locations adjacent to common touchpoints including break rooms, copier areas, etc.

### Avoid touchpoints:

- We will provide disposable wipes so that common touchpoints (e.g., doorknobs, light switches, desks, desktop peripherals, remote controls, and more) can be disinfected by employees before each use
- We will discourage the use or borrowing of other people's phones, desks, offices or equipment
- We will maintain a clean workplace which will assist in minimizing risk to employees.

### Kitchen Areas:

Develop new practices on kitchen and meal preparation areas, which may include some temporary measures such as:

- Encourage occupants to bring food and beverage items from home and manage them individually
- Minimize touchpoints by removing coffee pots and the like
- Eliminate open food items
- Increase frequency of cleaning appliances such as refrigerators and microwaves

### Individual Desk:

- We will implement a strict clean-desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers
- We will supply disposable daily paper placemats for use at each desk
- If desks or work areas are shared, we will advise individuals to sanitize all surfaces upon arrival at that seat. We will supply disinfectants in the immediate proximity (or on each desk)
- Unless stringent cleaning protocols are enforced, and if possible, avoid sharing of desks

### In-person meetings:

- Coach team members to critically evaluate the requirement for in-person meetings
- Limit the number of attendees at in-person meetings and limit to spaces that accommodate safe distances
- Host large team/staff meetings via video conference rather than in-person
- Eliminate in-person meetings with external guests

### Pre-shift briefing

- Where possible, pre-shift briefings will be conducted in rooms large enough to accomplish social distancing
  - If not possible we will stagger arrival and briefings



# Disinfecting Surfaces Guidance



- **Disinfecting Frequently touched Surfaces**
  - Every two hours throughout the workday, frequently touched surfaces such as door handles, hand sinks, ice machines, hand railings, refrigerators and freezer handles, and cart handles will be washed and disinfected.
  - Restrooms checked every 45 minutes and touch areas sanitized upon inspection
- **Disinfecting Work Areas**
  - At the end of the last shift for the day after the food production areas have been cleaned, they will be disinfected with an approved food surface disinfectant and allowed to air dry.

## DISINFECTANTS APPROVED BY EPA FOR USE AGAINST NOVEL CORONAVIRUS

Product Name	EPA Reg. No.	SKUs	Follow Directions for use of Disinfecting Virus	Dilution	Application	Contact Time	Emerging Viral Pathogen Claim
14 PLUS ANTIBACTERIAL ALL PURPOSE CLEANER	6836-349-1677	6100912 (2 - 2L) 6100920 (2.5 gal)	Norovirus (Feline calicivirus surrogate)	1 fl. oz./gallon	Spray	5 minutes	Yes
30 NEUTRAL DISINFECTANT CLEANER	47371-129-1677	6100460 (2 - 2L)	Adenovirus	2 fl. oz./gallon	Immersion or Spray	10 minutes	Yes
K-450 II DISINFECTANT CLEANER	6836-78-1677	6166931 (2 - 1.3L)	Norovirus (Feline calicivirus surrogate)	0.5-1 fl. oz./gallon	Immersion or Spray	10 minutes	Yes
HB QUAT	61178-1-42984	6100270 (2.5 gal)	Human Coronavirus	2 fl. oz./gallon	Immersion or Spray	10 minutes	No
MULTI PURPOSE DISINFECTING WIRES	6836-346-1677	6101858 (6 - 180 count)	Norovirus (Feline calicivirus surrogate)	RTU	Immersion (wipe)	10 minutes	Yes
NEUTRAL DISINFECTANT CLEANER	47371-129-1677	6114541 (2 - 1.3L) 6101205 (2.5 gal)	Adenovirus	2 fl. oz./gallon	Immersion or Spray	10 minutes	Yes
OASIS 499 HBV DISINFECTANT CLEANER	6836-78-1677	6100031 (2.5 gal)	Norovirus (Feline calicivirus surrogate)	0.5-1 fl. oz./gallon	Immersion or Spray	10 minutes	Yes
PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT	1677-030	6100792 (2 - 1.3L) 6100791 (2 - 2L) 6100895 (2 gal. Quik Fill) 6100795 (2 gal. Quik Fill)	Norovirus	4 fl. oz./gal OR 6 fl. Oz./gal	Spray	2 minutes OR 45 seconds	Yes
SCRUB FREE BATHROOM CLEANER AND DISINFECTANT	1677-256	6101799 (2 - 1.3L) 6101799 (2 - 2L) 6101797 (2.5 gal)	Human Coronavirus	4 fl. oz./gal	Spray	5 minutes	No
TB DISINFECTANT CLEANER RTU	1838-83-1677	6143855 (12 - 32 fl. oz.)	Poliovirus	RTU	Spray	10 minutes	Yes
VIRASEPT™	1677-226	6002314 (12 - 32 fl. oz.)	Norovirus, Rhinovirus	RTU	Immersion or Spray	4 minutes	Yes

\*Credit Ecolab and EPA

# For Use in Public & Meeting Spaces

## Allocation of hand wash stations:

*(Station comprises of handwash station, liquid soap dispensers, foot pressed bins and hand sanitizers)*

- Exhibition Halls A/B
  - Loading dock (4)
  - North and South entry (2)
- Building C
  - Loading dock (2)
  - East lounge (1)
- Building D
  - Loading dock (2)
- Courtyard
  - North and South entry (2)
- Ocean View Terrace
  - East and West entry (2)
- Building E
  - Utilize restroom
- Building F
  - Utilize restroom

## Allocation of sanitizing stations:

- All restrooms (buildings A, B, C, D, E and F presently carries two (2) per vanity area)
- Exhibition Halls A/B
  - Entries and opposite walls dock (16)
- Building C
  - Entries and docks (6)
  - East lounge, wings, lobby and clock machine (6)
  - Meeting rooms (9)
- Building D
  - Entries and docks (4)
  - Wings, lobby & ballrooms (6)
- Courtyard
  - North and South entry (2)
- Ocean View Terrace
  - East and West entry (2)
- Building E
  - Entry (1)
- Building F
  - Entries (2)

## Touchless HW Station



Wall Mounted



Portable



Foot press bin

## Touchless Dispensers



Portable



Wall Mounted





# Disinfecting Surfaces Poster

To be placed in all staff areas

## FOODSERVICE GUIDELINES

### Food Contact Surfaces

#### STANDARD PROCEDURES

- Clear surface of objects, food debris and other items.
  - Wash the surface using a multi-purpose cleaner or manual detergent.
  - Rinse with clean potable water using a clean cloth and allow to air dry.
  - Sanitize surface with food contact sanitizer according to label directions for use.
- OR
- Follow standard operating procedures for washing items in the dishmachine.

#### IF CONFIRMED COVID-19 IS PRESENT

- Follow **STANDARD PROCEDURES** above.
- Follow your standard procedures to sanitize ware through low- and high-temperature dishmachines or a 3-compartment sink.
- Wash and sanitize food contact surfaces and equipment on a more frequent basis.
- Change out utensils in buffet line on a more frequent basis.
- Consider the addition of a disinfection step using an EPA-registered product with an emerging viral pathogen or coronavirus claim. Refer to product label for directions for use. Before putting back in service, continue with **STANDARD PROCEDURES** (i.e., wash if needed, rinse, sanitize in 3-compartment sink or process in the dishmachine).

Refer to product label for complete directions for use

## FOODSERVICE GUIDELINES

### Non-Food Contact Surfaces

#### STANDARD PROCEDURES

- Clean surfaces with a multi-purpose cleaner or manual detergent.
- To disinfect high touch points, pre-clean visibly soiled areas.
- Spray disinfectant on surface making sure to wet thoroughly.
- Allow the surfaces to remain wet for the time indicated in the directions for use on the product label.
- Wipe the surfaces or allow to air dry.

#### IF CONFIRMED COVID-19 IS PRESENT

- Follow **STANDARD PROCEDURES** above.
- Increase frequency of hard surface disinfection using an appropriate EPA-registered product with an emerging viral pathogen or coronavirus claim. Refer to product label for directions for use.

Refer to product label for complete directions for use

# Programs For Public & Meeting Spaces

## Allocation of Infrared Handheld Thermometers:

*(To be used by all assigned security officers and door attendants upon client/staff entry)*

### Sensor and operator at occupied building entries:

Temperature checks will be carried out where if found to be within range, access will be granted to enter space. If found to be out of range, then the Ministry of Health Protocol will be effected



### Sanitizing Of Occupied Building Spaces:

All occupied building spaces will be sanitized after daily use i.e.:

- Food and beverage spaces
- Meeting spaces
- Lobbies
- Staff areas
- Entry areas such as porte-cocheres, wall or railed walkways and lounges