



CIRCULAR MEMORANDUM NO. 11 OF 2020

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FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: CLEANING FOR COVID-19

DATE: 17th March 2020

What is Corona Virus (COVID-19)?

The Corona Virus (COVID-19) is a highly infectious respiratory illness that can be spread from one infected person to another who comes in close contact with them. The virus is also spread through contact with contaminated surfaces that have been exposed to the virus or objects that has the virus on it and then touching your own mouth, nose and eyes.

How long will the virus live?

The virus can survive on objects and hard surfaces, such as plastics from a few hours to a few days, on steel for up to 72 hours and on cardboards for up to 24 hours.

How to protect yourself and those you come in contact with.

To protect yourself and others, you **must** wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing; going to the bathroom, and before eating or preparing food. You **must** also:

- avoid touching your eyes, nose and mouth with unclean hands.
- keep alcohol-based sanitizer ready for times when soap and water are not available.
- cover your cough or sneeze with a tissue then throw the tissue in the trash.
- Stay at home if you are sick
- Practice no-touching greetings. Instead of handshakes or hugs, wave, nod or exchange zero touch type greetings.

How to keep your area clean?

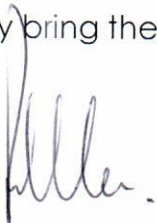
In addition to routine cleaning, you must clean and disinfect surfaces that have frequent contact with hands a minimum of **twice per day** and when **visibly dirty**. Examples of such areas are the doorknobs, light switches, wash hands basin, toilet handles, counter tops, handrails, kitchenette, touch screen surfaces, keypads, equipment or machines shared by others.

Select Products to use

<u>Cleaners</u>	<u>Disinfectants</u>	<u>Disinfectant Wipes</u>
Breaks down grease and remove organic material from the surface.	Have chemicals that kills most germs.	Have combined cleaners and disinfectants in one solution.
Used separately before disinfecting.	Applied after the surfaces have been cleaned.	May become dry due to fast drying properties. Should be discarded of they become dry.
		Not recommended for heavily soiled areas.

For effective sanitizing, wait the proper contact time as indicated on the product label. Proper cleaning is key to prevention of spreading the corona virus. Let's practice proper hygiene.

Kindly bring the contents of this Circular to all employees and cleaning personnel.



Dr. Peter Allen
CHIEF EXECUTIVE OFFICER