General Guidelines for Enhanced Site Cleaning Protocols

These guidelines reflect steps RTX is taking for its sites and is only provided for informational purposes. Appropriate actions to be taken at non-RTX sites should be independently determined in keeping with CDC recommendations.

These guidelines are designed to help reduce the risk of spread of coronavirus (COVID-19) from contact with contaminated surfaces. RTX sites must adopt the following enhanced cleaning processes and establish a 'quick reaction team' that will respond when a site needs additional cleaning (i.e., confirmed / suspected case). These guidelines may be superseded by national, state and local regulations. You should work with your local and state health officials to ensure any local protocols and guidelines are followed for cleaning and disinfection.

Screening of Third Party (Cleaning) Contractors: All cleaning contractors must complete the Coronavirus 2019 Self-Assessment DAILY before entering the site and determine whether they are able to enter the site based on the criteria provided. It is the responsibility of the contractor coordinator for the cleaning company at the site to ensure this happens. Individuals who do not meet the criteria for entering the site will not be allowed to enter the site.

Routine Validation of Protocol: All RTX employees and third party contractors must follow the cleaning protocols outlined below. It is the responsibility of a site Pandemic Planning team member(s) and/or the contractor coordinator for the cleaning company to ensure that these protocols are followed daily. The Pandemic Plan manager/Site Operations Leader will designate this role. This individual must periodically observe the actual cleaning process to ensure proper implementation.

1. **Areas to be cleaned**

Of primary concern for cleaning and disinfection are areas and surfaces where frequent human contact might provide a reservoir for COVID-19. While each RTX site and operation will be different, the following common areas should receive focused attention:

- **Areas of human congregation** (including, but not limited to, offices, conference rooms, canteens/cafeterias, separate kitchen areas, locker rooms and reception areas)
- **Hygiene facilities** (including, but not limited to, lavatories/toilets, shower rooms, hand-washing stations)
- **Dispensaries** (including, but not limited to, medical and first aid stations, emergency shower and eyewash stations)

Frequently touched surfaces for focused coronavirus cleaning include but are not limited to:

- Desktops and all work surfaces
- Doorknobs and door handles
- Access key pads
- Contractor badges
- Light switches and dimmer switches
- Switches and controls
- Computer monitors, keyboards, mice, remotes
- Tablets, laptops, printers
- Telephone equipment
- All chair rests and arms
- Canteen tables and chairs, crockery, trays and cutlery
- Sinks, taps and kitchen areas
- Toilets, including all surfaces
- Water fountains and drinks dispensers and vending machines
- Elevators / Lifts and their doors and buttons
- Handrails / banisters
- Workstations
- Common-use office supplies (staplers, dry erase supplies, etc)

2. **Cleaning frequency**

   a) **Cleaning Staff (employee or third party contractors):**
   The common areas identified above should be cleaned at least 2 times daily and, if possible, after every shift. The general guideline is that the more people who contact surfaces, the more frequently that surface should be cleaned. Employee or third party contractor cleaning staff will be responsible for regular cleaning of common areas frequented by employees.

   All sites shall establish a ‘quick reaction team’ who would respond when a site needs additional cleaning (i.e., confirmed / suspected case).

   b) **Individuals:**
   If you share a common workstation, clean your area at a minimum at the end of your work-shift. As a best practice it is recommended that you clean at both the beginning of your shift, as well as at the end.

3. **Coronavirus cleaning of non-office areas including production areas, shipping, receiving and labs**

   Many of our sites have specific cleaning requirements for production areas, shipping and receiving areas, laboratories, and other non-office areas as dictated by quality systems, Good Manufacturing Practices (GMP), or other requirements. These procedures should be maintained. In many cases, these procedures will include disinfection that will reduce the risk posed by viruses such as COVID-19 or other pathogens.

   That said, existing procedures may not include disinfection, or may not include disinfection in all areas. In these cases, to the extent that these enhanced cleaning guidelines can be implemented without compromising quality or other production requirements, they should be implemented. **At a minimum, using an approved disinfectant (see Section 6) each operator and/or the cleaning crew must wipe down the following before or after their shift.**

   a) **Production Areas**
   - Powered industrial vehicles and associated charging areas
   - Crane / Hoist Pendant and associated equipment
   - All work surfaces and desks
   - Machine controllers and all high touch areas on the machine (e.g., doors)
   - Machine tooling, toolboxes and tools
   - Chemical Storage Cabinet doors/latches
   - Badge readers/clocking stations
   - Turnstiles
   - Scanners
   - Ladders
• Hand rails
• Equipment for working at heights
• PPE Vending Equipment

b) Shipping & Receiving
• Common surfaces / desks
• All equipment touch points and controls (e.g., pallet wrappers, dock lock controls, etc)
• Wipe down surfaces in trucker waiting room

c) Laboratories
• Common surfaces / desks
• All equipment surfaces / controls

d) Clean Rooms
In clean rooms where face masks are not required, disinfection of surfaces and equipment must be performed using disinfectants (see Section 6) that conform to QA/QC cleanroom guidelines.

e) Restricted Areas
Must be cleaned by personnel who meet site-specific entry requirements.

f) ESD Areas
Cleaning of workstations with ESD requirements must be performed using an approved cleaner. At this time, Formula 409 is an approved disinfectant (per the SDS registered under 5813-73 – Clorox Everest) that can be used for this purpose. The ESD team is looking for alternatives to be used in the event of Formula 409 shortages.

4. **Personal protective equipment recommendations while conducting enhanced cleaning activities:**
   • Wear gloves (non-latex)
     o Dispose of gloves after cleaning and wash hands with soap and water for at least 20 seconds
   • Use safety glasses with side shields and wear safety shoes (where indicated per local site requirements)

5. **Disinfectants**
Many products contain the appropriate concentrations of active ingredients (AIs) for disinfection of areas that are very likely to be contaminated with COVID-19 virus. Lists of disinfectants for different regions are provided below:

   US EPA Disinfectants for Use against SARS-CoV-2


   Centers for Disease Control: Cleaning recommendation

   European Centre for Disease Prevention and Control, Interim Guidance for environmental cleaning in non-healthcare facilities exposed to SARS-CoV-2 (2/18/20). Look under the environmental cleaning options section for a list of active ingredients.
Site Cleaning Protocols

Deep Cleaning OR Confirmed / Suspected COVID-19 Case

Screening of Third Party Contractors: All cleaning contractors must complete the Coronavirus 2019 Self-Assessment DAILY before entering the site and determine whether they are able to enter the site based on the criteria provided. It is the responsibility of the contractor coordinator for the cleaning company at the site to ensure this happens. Individuals who do not meet the criteria for entering the site will not be allowed to enter the site.

Routine Validation of Protocol: All RTX employees and third party contractors must follow the cleaning protocols outlined in these guidelines. It is the responsibility of a site Pandemic Planning team member(s) and/or the contractor coordinator for the cleaning company to ensure that these protocols are followed daily. The Pandemic Plan manager/Site Operations Leader will designate this role. This individual must periodically observe the actual cleaning process to ensure proper implementation.

Some RTX employees may serve on the housekeeping staff at our sites. All sites must ensure that all persons conducting these activities are appropriately trained in accordance with National, state/provincial and local regulations, wear appropriate PPE and at a minimum follow these guidelines. If the housekeeping staff are members of a bargaining unit, site leaders should engage with local employee/labor relations partners or HR partners.

At sites where a third party contractor is used to conduct the cleaning, the site must ensure the contractor is capable of performing the work or locate a contractor that is capable of performing the work. Once a contractor is located, efforts must be made to retain them in advance in the event they are needed (i.e., execute contract and service agreements ahead of time).

1. Office / Common areas to be cleaned

   Where there is reason to suspect that surfaces may have been contaminated with COVID-19, the surfaces should be sanitized. If the potentially contaminated surface is covered with a textile, it may be necessary to launder the material at the warmest temperatures recommended for the material with a laundry detergent and bleach.

   Of primary concern for cleaning and disinfection, site leaders need to understand what areas the individual who is suspected of COVID-19 occupied and the surfaces that the individual may have touched which may include the following:

   - **Areas of human congregation** (including, but not limited to, offices, conference rooms, canteens/cafeterias, separate kitchen areas, locker rooms and reception areas)
   - **Hygiene facilities** (including, but not limited to, lavatories/toilets, shower rooms, hand-washing stations)
   - **Dispensaries** (including, but not limited to, medical and first aid stations, emergency shower and eyewash stations)
   - **Specific examples of commonly touched surfaces include, but are not limited to:**

     | Kitchen / Cafeteria / Food Areas | Bathrooms / Locker Room | Conference rooms |
     |---------------------------------|--------------------------|-----------------|
     | tables and chairs               | bathroom stalls          | chairs          |
     | countertops                      | countertops              | computer equipment |
     | cabinets and pulls              | cabinets/ vanities and pulls| countertops |
     | doorknobs                       | doorknobs                | doorknobs       |
     | floors-hard surfaces/wood       | floors-hard surfaces/wood| floors-hard surfaces/wood |
2. **Manufacturing areas to be cleaned**

   Disinfection of production, shipping and receiving, laboratories and other non-office locations should be done in consultation with QA/QC staff, operations and others as appropriate to ensure selected disinfectants (See Section 6) and proposed methods are acceptable from a quality and production perspective.

   In general, parts should not be cleaned without the express direction and approval from QA/QC staff. These materials should be removed from work surfaces to the extent possible and covered with plastic to minimize the risk of inadvertent contact with chemicals before cleaning begins.

   All floors throughout the site should be cleaned. In general, items only need to be cleaned to a height of 8’ from the ground. The following is not an exhaustive list of the items in the areas that should be cleaned but should help to guide folks in identifying the scope of what is intended to be cleaned.

   **a) Production Areas**
   - Powered industrial vehicles and associated charging areas
   - Crane / Hoist Pendant and associated equipment
   - All work surfaces and desks
   - Machine controllers and all high touch areas on the machine (e.g., doors)
   - Machine guard access points
   - Machine tooling
   - Toolboxes and tools
   - Medical clinics
   - Chemical Storage Cabinet doors/latches

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- Badge readers/clocking stations (and adjacent walls)
- Turnstiles
- Scanners
- Ladders
- Hand rails
- Equipment for working at heights
- Product / Non-product cribs
- PPE Vending Equipment

b) Shipping & Receiving
- All of the above, if applicable
- Pallet Wrappers
- Dock lock controls
- Delivery personnel areas

c) Laboratories
- Work Surfaces
- All equipment surfaces / controls

d) Clean Rooms
In clean rooms where face masks are not required, disinfection of surfaces and equipment must be performed using disinfectants (see Section 6) that conform to QA/QC cleanroom guidelines.

e) Restricted Areas
Must be cleaned by personnel who meet site-specific entry requirements.

f) ESD Areas
Cleaning of workstations with ESD requirements must be performed using an approved cleaner. At this time, Formula 409 is an approved disinfectant (per the SDS registered under 5813-73 – Clorox Everest) that can be used for this purpose. The ESD team is looking for alternatives to be used in the event of Formula 409 shortages.

3. Cleaning Approach
a) It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. This is normally accomplished by closing doors or erecting critical barriers with 6 mil polyethylene sheeting to facilitate source containment. The work area shall be locked when unattended.

b) If possible, wait up to 24 hours before beginning cleaning and disinfection in accordance with U.S. Center for Disease Control. At a minimum, wait 2 hours prior to initiating cleaning. The COVID-19 virus has the possibility to replicate on surfaces after contact by an infected person. This wait time allows the virus to dry out as much as possible. Use this time to research who may have been in contact with the employee and other exposure areas that may need to be addressed.

c) Contain and close off access to the exposure area. The closure area includes the person’s workstation and 6ft / 2m around the workstation, restrooms, kitchenette/cafeteria, conference rooms/common areas where they have been the previous 14 days, at a minimum. If the individual was mobile throughout a site, large scale temporary closure may be necessary to ensure proper precautions and disinfection can be conducted.
d) If an authorized facilities/building operator needs to enter a space of suspected impact during cleaning or after temporary closure, they are required to wear a Tyvek suit and disposable gloves. No need to wear a mask as pathogen (virus) will not remain elevated in air due to weight of droplets. Follow disposal instructions for suit and gloves after access as outlined in this guideline.

e) Disinfectants should be prepared and applied in accordance with the manufacturer’s recommendations. Ensure that appropriate contact time is given before rinsing or removing the disinfectant. Use a chlorinated bleach solution (dilute 1 part bleach in 49 parts water, 1000 ppm or according to manufacturer's instructions) or alcohol (e.g. isopropyl 70% or ethyl alcohol 70%), where the use of chlorinated bleach is not suitable. When other chemical products are used, the manufacturer’s recommendation should be followed and the products prepared and applied according to them.

f) Wipe all identified areas with chemical disinfectants (use according to manufacturer's instructions) and allow to air dry. Where applicable, mop floor with disinfectant or the prepared bleach solution, let air dry and re-mop the floor with bleach solution and let air dry.

g) Disinfectant or bleach solution should be applied to surfaces using a damp cloth. They should not be applied to surfaces using a spray pack, as coverage is uncertain and spraying may promote the production of aerosols. The creation of aerosols caused by splashing liquid during cleaning should be avoided. A steady sweeping motion should be used when cleaning either floors or horizontal surfaces, to prevent the creation of aerosols or splashing. Cleaning methods that might aerosolize infectious material, such as the use of compressed air, must not be used.

h) When using chemical products for cleaning, it is important to keep the site ventilated (e.g. by opening the windows) in order to protect the health of cleaning personnel.

i) Cleaning must be performed using the proper personal protective equipment (PPE). Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn. Goggles, if used, should be disinfected after each use, according to manufacturer’s instructions. At a minimum, non-single use PPE should be decontaminated using the available products (e.g. 0.1% sodium hypochlorite or 70% ethanol)

j) All other disposable PPE should be removed and discarded, after cleaning activities are completed. Disposable PPE should be treated as potentially infectious material and disposed in accordance with national rules.

k) The use of disposable or dedicated cleaning equipment is recommended; keep cleaning equipment to a minimum.

l) Hands must be washed with soap and water immediately after the PPE is removed.

m) Leave the disinfected area, and avoid using the area until the next day.

4. **Personal protective equipment recommendations while conducting enhanced cleaning activities:**

   Respirators: Due to potential respiratory exposure, at a minimum an N-95 respirator should be worn by all workers. Tight-fitted respirators may also be worn including half-mask respirators or full-face respirators; with P100 filters. This includes air-purifying respirators (APR) and powered air-purifying respirators (PAPR). An APR or PAPR is recommended for Enhanced Cleanup.

   Suits (Tyvek) / Gowns: Disposable, long-sleeved, water-resistant suits with attached hood and boots should be worn by all workers.
Gloves: Disposable gloves, 4-mil nitrile should be used for outer glove and a 5-mil nitrile long-cuff glove for the inner glove. Two different color gloves, one for inner and one for outer, would allow for tears to be noticeable; this is recommended but not required.

Tape: Tape or another quality duct tape should be used to seal gloves to coveralls.

Face Shield or Goggles: If using an N-95 or half-mask respirator, eye protection should include a face shield or goggles.

A designated area must be established for donning and doffing PPE outside the work area. All donning and doffing should take place in this designated area. This area will have to be cleaned, disinfected, and maintained.

Donning procedures should be established and adhered to throughout the cleaning and disinfecting process (see Appendix A). Cleanup personnel should don PPE prior to entering the work area and engaging in cleaning and disinfecting surfaces, and/or manipulating contents. Donning procedures should be observed by trained personnel.

During the cleaning and disinfecting process, cleanup personnel should keep their PPE on while working in the space. Cleanup personnel should avoid touching any exposed skin while working to limit dermal exposure.

Doffing procedures should be established and adhered to throughout the cleaning and disinfecting process (see Appendix A). When removing PPE and other soiled materials, do not allow the outer surfaces of PPE and other soiled material to contact bare skin. Doffing procedures should be observed by trained personnel. Personal hygiene best practices should be observed after exiting the workspace (see Appendix B).

Additional or alternative personal protective equipment and PPE usage may be required based on federal, state or local regulations.

5. Disinfectants
Many products contain the appropriate concentrations of active ingredients (AIs) for disinfection of areas that are very likely to be contaminated with COVID-19 virus. Lists of disinfectants for different regions are provided below:

US EPA Disinfectants for Use against SARS-CoV-2


Centers for Disease Control: Cleaning recommendation

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Appendix A.
Proper Donning and Doffing Procedures

Donning Personal Protective Equipment (PPE)

1) Prepare two 12” lengths of good quality duct tape or commercial hazmat suit tape, fold over a 1” section on one end of each length of tape, making a tab, and set them aside.
2) Unzip the suit and sit down.
3) You must already be wearing appropriate footwear.
4) Accordion one leg of the suit so that as you set one of your feet into the suit, your boot will slip directly into the built-in bootie.
5) Do the same for the other leg.
6) Now stand up and pull the suit up.
7) Put your arms into the sleeves of the suit, and work your shoulders into the suit. It is recommended that another technician assist you with your shoulders, as this may be difficult on your own.
8) It is optional that you zip up the suit and seal the storm flap at this time. Delaying this step may keep you cooler until it’s time to enter the work area.
9) Raise and lower your arms and perform a deep-knee bend to ensure the suit allows adequate room and good range of motion without tearing.
10) Don your first pair of gloves.
   a) Push the sleeves of the suit up your arm and extend the cuffs of the glove as far as possible up your arm.
   b) Pull the sleeves of your suit down over the cuffs of the gloves.
11) Using the remaining two tape strips, seal the suit sleeves to the cuffs of the gloves by evenly applying half the width of the tape over the sleeve and the other half of the width over the cuff.
   a) Apply the non-tabbed ends of the tape first. Be sure not to make the tape so tight that it impedes blood circulation in your hands. This is a process that is best accomplished by using an assistant.
   b) Press the tape down firmly to ensure a good water-tight seal.
12) Don a second pair of gloves over the first pair, but do not tape them. This is so the outer gloves can be easily changed when damaged or contaminated. Outer gloves are frequently changed during a work period.
13) Don the respirator and perform a seal-check if required for the type of respirator utilized.
14) If the respirator is not a full-face air-purifying respirator or powered air-purifying respirator, if using goggles, don goggles for added eye and face protection.
15) Don your integral hood, making sure that it meets, but does not interfere with, the seal of your respirator.
16) If using a face shield, don the face shield for added eye and face protection (goggles and face shield does not have to be worn at the same time).
17) If you have not already done so, zip up the zipper on the suit, making sure to fully zip to the top, then remove the protective strip over the adhesive side of the storm flap, and press into place.
18) If a gap still exists between the base of the respirator and the top of the storm flap, seal this area with duct tape.
Doffing Personal Protective Equipment (PPE)

1) When ready for doffing, a second technician shall examine your PPE for visible Other Potentially Infectious Material (OPIM).

2) Disinfect your outer gloves.
   a) Spray your outer gloves with disinfectant and rub them together like you are washing your hands. An EPA-registered disinfecting wipe may be used in lieu of a spray disinfectant.
   b) Wipe with a disposable cloth and dispose as regulated waste.

3) Open the storm flap and unzip the suit, taking care not to touch your inner clothing.

4) Remove your outer gloves, leaving your inner gloves on. Be careful to not snap your gloves during the removal process, which could cause contamination to splatter.
   a) To remove the outer set of gloves, take the non-dominate gloved hand and grab the outside of the other glove around the cuff, grabbing it about 1 inch from the end. Pinch the glove using a finger and thumb.
   b) Pull the glove off of your hand and ball it up in the gloved hand.
   c) Now take your dominate hand and slide a finger or thumb under the cuff of the remaining outer glove.
   d) Slide the glove off of your hand, grabbing the underside of the glove as you remove it. Be careful to not touch the outside (contaminated side) of the glove.
   e) As you pull off the glove, allow the glove to turn inside out with the balled up first glove inside of the second glove. Dispose of both gloves as regulated waste.

5) Remove the tape from the inner gloves. Grab the underlying tape tabs and remove the tape. Discard the tape as regulated waste.

6) Pinch the outside of the suit at the shoulder and gently pull the suit off of your shoulders. It is recommended that you are assisted in this.

7) Remove your arms and hands from the sleeves by allowing the sleeves to become inside out as you pull your hands out. Do not allow your inner gloves to come off during this process.

8) Carefully begin rolling your suit down, being sure to only touch the inside of your suit, but not your inner clothing with your gloves.

9) When the suit is rolled down to the ankles, carefully step out of the built-in booties. Dispose of the suit as regulated waste.

10) Disinfect your inner gloves.
    a) Spray your gloves with disinfectant and rub them together like you are washing your hands. An EPA-registered disinfecting wipe may be used in lieu of a spray disinfectant.
    b) Wipe with a disposable cloth and dispose as regulated waste.

11) If you are wearing goggles:
    a) It is important that you do not touch the front of the goggles.
    b) Tilt your head forward slightly, grab the strap at the temples on each side and pull it forward and over your head, which will let the goggles fall from your face. Set aside for cleaning and disinfection.

12) Disinfect your inner gloves.
    a) Spray your gloves with disinfectant and rub them together like you are washing your hands. An EPA-registered disinfecting wipe may be used in lieu of a spray disinfectant.
    b) Wipe with a disposable cloth and dispose as regulated waste.

13) If you are wearing an N-95 respirator:
    a) It is important that you do not touch the front of the respirator.
    b) First, tilt your head forward. Then, use the thumb and fore finger of both hands to grasp the bottom strap, pull to the sides, then over your head.
    c) Next, use the thumb and fore finger of both hands to grasp the upper strap, pull to the sides, then over your head. Keep tension on the upper strap as you remove it, which will let the mask fall forward, away from your face.
    d) Dispose as regulated waste.

14) If you are wearing a full-face or half-face air purifying respirator:
    a) It is important that you do not touch the front of the respirator.
b) Tilt your head forward and release the tension on the straps.

c) Use the thumb and forefinger of both hands to grasp the bottom strap, pull to the sides, then over your head which will let the mask fall forward, away from your face.

d) Set aside for cleaning and disinfection.

15) Disinfect your inner gloves.

a) Spray your gloves with disinfectant and rub them together like you are washing your hands. An EPA-registered disinfecting wipe may be used in lieu of a spray disinfectant.

b) Wipe with a disposable cloth and dispose as regulated waste.

16) Clean and disinfect your goggles, face shield, and/or respirator, if required.

17) Disinfect your inner gloves.

a) Spray your gloves with disinfectant and rub them together like you are washing your hands. An EPA-registered disinfecting wipe may be used in lieu of a spray disinfectant.

b) Wipe with a disposable cloth and dispose as regulated waste.

18) Remove your inner gloves.

a) To remove the inner set of gloves, take the non-dominant gloved hand and grab the outside of the other glove around the cuff, grabbing it about 1 inch from the end. Pinch the glove using a finger and thumb, make sure to avoid touching your arm or any other part of your body.

b) Pull the glove off of your hand and ball it up in the gloved hand.

c) Now take the hand with no glove on and slide a finger or thumb under the cuff of the remaining glove.

d) Slide the glove off of your hand, grabbing the underside of the glove as you remove it. Be careful to not touch the outside (contaminated side) of the glove.

e) As you pull off the glove, allow the glove to turn inside out with the balled up first glove inside of the second glove. Dispose of both gloves as regulated waste.

19) Wash your hands immediately with an antimicrobial soap.
Appendix B.

Personal Hygiene

1. Avoid touching any exposed skin while in the work area to limit dermal exposure.
2. Do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses within the work area.
3. If handwashing facilities are available, wash hands and any other skin with soap and water, as soon as feasible, after doffing PPE. Dry with a single-use towel.
4. If handwashing facilities are not available, use antiseptic cleanser (minimum 70% alcohol) and single-use towels or antiseptic towelettes. Hands should be washed with soap and running water as soon as feasible.
5. Respirators shall not be worn when facial hair comes between the sealing surface of the facepiece and the face or that interferes with valve function. Facial hair is allowed as long as it does not protrude under the respirator seal or extend far enough to interfere with the device's valve function. Short mustaches, sideburns, and small goatees that are neatly trimmed so that no hair compromises the seal of the respirator usually do not present a hazard. Follow proper PPE donning and doffing procedures.