

Top 5 Office Re-Entry Liability Issues to Avoid

Liability Issue	Actions to Take to Avoid
<p>No documented plan for pre and post re-occupancy of offices</p>	<ul style="list-style-type: none"> + Documented plans – dates, actions, people, processes, communication, escalations, decontamination & deep cleaning, measurable testing, archival storage and retrieval + Specific plan for post re-entry COVID-19 exposure event (suspected or confirmed) – isolation, decontamination, restoration and measurable verification for safe return + Copies of all signed decontamination/disinfection/deep cleaning contractor agreements <ul style="list-style-type: none"> - Scope and level of service - Application processes complete with equipment type and model # and disinfection chemicals to be used - CDC, EPA and OSHA guidelines, usage approvals and product/registration numbers - Certifications of contractors - IICRC
<p>Misuse of commercial disinfection chemicals (biocides) for decontamination</p>	<ul style="list-style-type: none"> + Use only CDC-registered, EPA disinfectants and application practices that are “Green” leaving no chemical harmful toxic residues + Get SDS sheets and photos of all disinfectant product name labels, instructions and warning labels <u>and</u> cross reference with CDC and EPA approved use guidelines including application instructions (concentration mixing, and application instructions). Commercial biocides - Microban®, Botaniclean®, MediClean®, Fiberlock Shockwave® among others are classified as “pesticides” by the EPA - inappropriate misuse, or un-approved application (aerosol misting of any kind) is a violation of Federal Law, and surface residue contact and inhalation can irritate sensitive occupants. + Go Green – be sure to use CDC, EPA, and OSHA approved disinfectants only with no chemical residues (chlorine dioxide, 70% alcohol, hydrogen peroxide, bleach (1 part to 100 parts water) solution is all that is needed to kill Coronavirus according to the CDC.
<p>Bad decontamination practices</p>	<ul style="list-style-type: none"> + Proper concentration of mist, fog and hydrostatic spraying to prevent premature evaporation + Correct “dwell time” (usually 10 mins.) for effective kill of microbes such as Coronavirus – use a FLIR infrared camera for confirmation + Use appropriate PPE (masks, gloves, eye protection, clothing) and contamination disposal practices + Deep clean all carpets, hard surfaces and furniture <u>before</u> decontamination + Applying ScotchGard® on furniture and Teflon® is a proven best practice for ongoing deep cleaning for microbial removal
<p>Use defined roles for de-con and deep cleaning disinfection and sanitization</p>	<ul style="list-style-type: none"> + Use IICRC certified decontamination providers for deep cleaning, disinfection and sanitization for carpet, hard surface flooring and furniture + Team with daily janitorial service for manual disinfection of high touch point surfaces + Use established providers performing commercial (non-residential) decontamination services prior to Coronavirus pandemic + Do not use transient or temporary personnel (janitorial). Use insured experienced firms with local full time personnel
<p>Incomplete service performance records, efficacy verification, or results testing of decontamination</p>	<ul style="list-style-type: none"> + At a minimum dated paid receipt for services with specific line items and referenced to statement of work + Get dated and time-stamped photos, videos, completed work orders and GPS records of decontamination services as performed + Take and retain quantifiable test measurements of post decontamination test readings by specific physical location + Get a dated certificate of re-occupancy upon completion of decontamination services signed by authorized provider