

At PostNet, our entrepreneurs, families and customers are our top priority. Our hearts go out to all those who have been impacted by the recent COVID-19 pandemic, and we understand that as small business owners, you may have concerns about how to keep yourself, your staff and your customers safe.

According to the CDC, the spread of the virus from person-to-person is most likely under close proximity (about 6 feet). Person-to-person spread is thought to occur mainly via airborne droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. It also may be possible for people to contract COVID-19 by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or possibly their eyes.

Accordingly, the CDC and OSHA recommend increasing [cleaning procedures](#) and using disinfectants regularly. We have updated our cleaning guidelines to mitigate the risk of COVID-19:

### **Routine Center Cleaning:**

- Regularly clean all frequently touched surfaces, such as workstations, countertops, and doorknobs
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, phones, counters) can be wiped down by employees before each use
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
- Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most EPA-registered household disinfectants should be effective for disinfection
  - Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3rd cup) bleach per gallon of water or
    - 4 teaspoons bleach per quart of water
  - [EPA-approved products](#)

### **Cleaning Clothing and Textiles**

- Avoid shaking dirty laundry to minimize the possibility of dispersing virus through the air
- Wash items using the warmest appropriate water setting in accordance with the manufacturer's instructions, then dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry

### **Hygiene**

The CDC recommends following normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

- Key times to wash hands include:
  - After blowing one's nose, coughing, or sneezing

- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person (e.g., a child)
- To help stop the spread of germs:
  - Cover your mouth and nose with a tissue when you cough or sneeze
  - Put your used tissue in a wastebasket
  - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands
- Avoid close contact with people who are sick:
  - Stay home from work or school when possible
  - Keep a 3-foot distance from other people; 6 feet if they are visibly sick
  - Avoid large crowds and gatherings if possible

### **General Workplace Guidelines:**

- Display posters that encourage staying home when sick, cough and sneeze etiquette, and [hand hygiene](#) at the entrance to your workplace and in other work areas where they are likely to be seen
- Provide tissues and no-touch disposal receptacles for use by employees. Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand sanitizer in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizer in multiple locations or in conference rooms to encourage hand hygiene.

For additional information and resources please refer to:

CDC [Recommendations for Businesses](#)

CDC [General Information for CoronaVirus COVID-19](#)

United State Department of Labor [Recommendations](#)

OSHA [Guidance on Preparing Workplaces for COVID-19](#)

Canada: [Public Health Agency of Canada](#)