



# How to Reduce the Risk of Coronavirus Spread at Your Workplace

(Includes Implementation Suggestions for Auto Servicers and Dealers)



# Beyond the Mask - What Should We Do?



For many of our customers, the name “Pura Vida” is associated with our company **Pura Vida Coffee** which roasts Fair Trade Organic coffees that are delivered fresh to organizations throughout Puget Sound, along with other breakroom supplies.

**Pura Vida Supply** was formed several years ago to distribute cleaning products and restroom supply systems as a convenience to our breakroom supply customers.

Since the onset of coronavirus, we have been engaging with cleaning product manufacturers, facility managers, cleaning contractors and others about their response. Based on these exchanges, as well as field testing of various products, we wrote this resource guide to share some practical tips about how you may reduce the risk that team members and visitors to your facility will be exposed to coronavirus and become ill with Covid-19.

After you review this guide, we are pleased to engage on-site or via video call, phone, or email to build a program tailored to your facility or to simply answer questions. We wish you peace, health, and all the best in 2021.



Chris Gelderman, Amy and Jeff Martin on behalf of the Team at Pura Vida Create Good  
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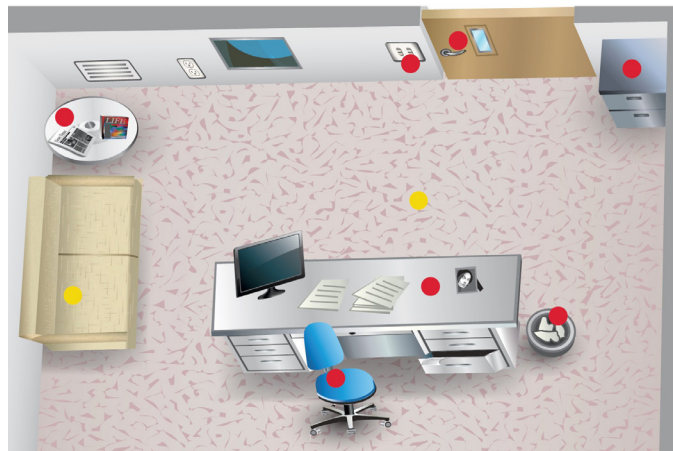
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# Top Takeaways

## 1. Get to know “High Touch Point Areas”

The term **“high touch area”** is somewhat self-explanatory! Coronavirus spreads through human contact so the virus may be active on the hands – thus the need to frequently disinfect areas often touched by hands. Depending on how your facility is used, a disinfecting routine may need to be performed throughout the day focusing specifically on these “high touch areas.” The charts below show high touch areas, marked by red dots, in a typical restroom and office:



## 2. How to Properly Disinfect a “High Touch Point Area”

### (a) Cross Checking Whether Your Disinfectant is on the EPA List as Proven to Kill Coronavirus

We recommend that you visit the EPA site to check whether the current disinfectant you use kills coronavirus and to learn the required **“contact time”** (discussed in next point) your disinfectant needs to be effective. The EPA maintains a website that you can use to look up your disinfectant to see if it qualifies.



If the product appears, you are good to go, if the product doesn't appear on their list, you will need to use a different disinfectant. To access their site enter *“EPA list n”* in a search engine which will direct you to the EPA site.

On the home page you will see a blue bar titled:

*Find a Product to Kill Coronavirus (COVID-19)*

Click on this bar

Follow their instructions for inputting the first two parts of the EPA registration #

# Top Takeaways Continued...

## (b) Understanding “Contact Time”

After you visit the EPA website, be sure to take note of the “**contact time**” given for the disinfectant you will be using. This is important because proper disinfection of a surface is usually a three-step process: **(1)** soils are removed; **(2)** disinfectant is sprayed or wiped on the surface; and **(3)** the surface must remain wet for the “contact time” recommended by the EPA before the surface is wiped-down. If the surface is clean, the first step is not needed

### How to properly disinfect a High Touch Point Area:



Use a general cleaner to remove any soils/debris from the surface



Spray disinfectant and allow sufficient contact time



Then wipe

## 3. Proper Signage

Documentation and communication provides reassurance to your employees, customers, and visitors that you have implemented a plan to reduce the risk of coronavirus spread at your facility.

**PLEASE PRACTICE SOCIAL DISTANCING**  
Protect yourself and others against infections

**POR FAVOR PRACTICA LA DISTANCIA SOCIAL**  
Protéjase y proteja a otros contra las infecciones

**MAINTAIN A 6' DISTANCE FROM OTHERS**  
MANTENER UNA DISTANCIA DE 6 PIES DE LAS DEMÁS PERSONAS

- Cover mouth and nose when you cough or sneeze. Cúbrase la boca y la nariz cuando tosa o estornude.
- Wash hands with soap for at least 20 seconds. Lávese las manos con jabón durante al menos 20 segundos.
- Avoid touching eyes, nose, and mouth. Evite tocarse los ojos, la nariz y la boca.
- Disinfect surfaces regularly. Desinfecte las superficies regularmente.

**Wash Your Hands**

- Wet hands
- Apply soap
- Wash for 20 seconds
- Rinse well
- Dry hands
- Turn off tap with towel



# Top Takeaways Continued...

## 4. CDC Guidelines for Hand Washing and Hand Sanitizer



Embrace proper hand washing technique. The first line of defense against virus spread is proper hand washing. After hands are washed, avoid touching “high touch points” (i.e. sink faucets, door handles) with your bare hands by using a paper towel or shirt sleeve etc. to shield your hands coming in contact with germs that may reside on the touch point.

PLEASE NOTE: hand sanitizer is not a substitute for proper hand washing. Hand sanitizer is essentially the “back-up” when soap and water are not available – for example – at the entrance to your facility a visitor may use hand sanitizer to clean their hands, or you may want to have hand sanitizer at work stations to be used in between hand washing.

## 5. Survey Your Restroom Supply Systems

You may need to upgrade restroom supply systems to reduce the number of high touch points. For example, replacing lever and folded towel dispensing systems with hands free roll towel dispensers. **If you use an air dry system, we recommend these be replaced** because coronavirus is airborne and air drying improperly washed hands may spread the virus throughout your restroom.



Outdated soap dispenser



Current generation soap dispenser



## 6. Train Team Members to Clean High Touch Areas Throughout the Day

Relying on a cleaning crew to disinfect after hours isn't enough to ensure the risk of Coronavirus spread is being reduced. There are small steps that need to happen during the day (such as disinfecting high touch point areas).



# Recommendations for All Workplaces

#1 Post proper signage at facility entrance



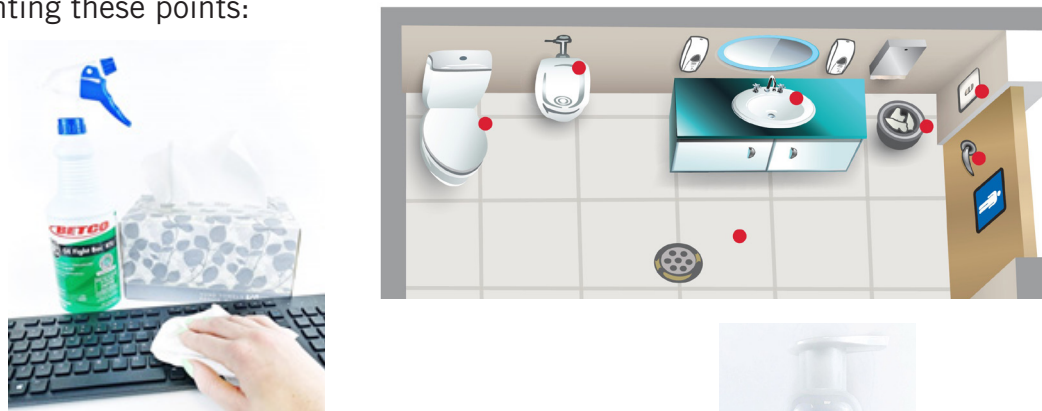
#2 Place a hand sanitizer stand inside entrance



#3 Have a supply of disposable face masks on-hand for use by visitors or team members who may have forgotten a mask



#4 Disinfect high touch points throughout the day. For example, as you complete normal restroom service, such as emptying trash bins, disinfect restroom high touch points as well. See the red dots shown below highlighting these points:



#5 Have hand sanitizer stations or pump bottles available throughout your facility.



# Implementation Suggestions for Auto Servicers and Dealers

# Recommendations for Auto Servicers and Dealers

## Store Entrance

#1 Post proper signage at store entrance



#2 Place a hand sanitizer stand at entrance



#3 Have a supply of disposable face masks on-hand for use by customers or team members who may have forgotten a mask



#4 Disinfect high touch points throughout the day



## Customer Service Counters

#5 Have customers use hand sanitizer when they arrive at the service counter and have team members use hand sanitizer between processing transactions

**Side Note:** *Should our Team members wear gloves?*

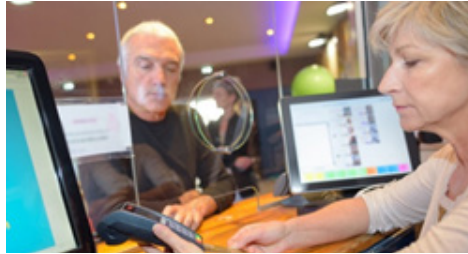


No, gloves are not necessary to wear unless needed as PPE if a harsh chemical is being used to disinfect counters after each customer transaction. Coronavirus can reside on gloves so wearing them may actually be a source of transmission of the virus.



# Recommendations for Auto Servicers Continued...

#6 Disinfect customer service counters and Plexiglass periodically throughout the day



Process steps:



a) Spray counter and outside Plexiglas with disinfectant and allow proper contact time. Many of our customers use this disinfectant since it has a short 1-minute contact time.



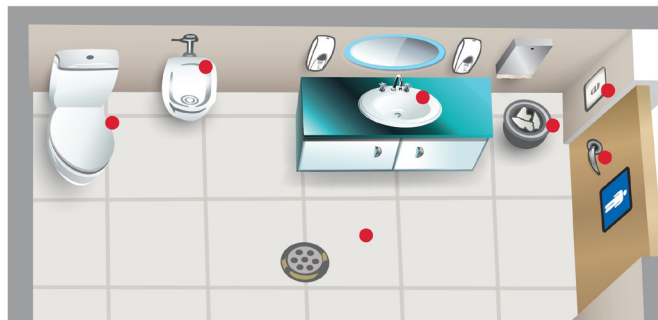
b) After proper contact time has been allowed, wipe Plexiglass with a glass cleaner using a towel or microfiber cloth to remove streaks left behind by disinfectant; and dry service counter if it remains wet.



c) You may also want to periodically disinfect keyboards and electronics during the day; disinfectant should be applied to a towel or microfiber cloth versus spraying the disinfectant directly on the electronic which may cause damage.

## Restrooms

#7 As you complete normal restroom service, such as emptying trash bins, disinfect restroom high touch points as well. See the red dots shown below highlighting these points:



# Recommendations for Auto Servicers Continued...

## Test Drives

Have customer and team member use hand sanitizer prior to test drive and wear a mask.



## Disinfecting Autos after Service or Test Drives

#7 Disinfect high touch points on exterior and interior of vehicle by spraying disinfectant on a disposable towel or microfiber cloth. If using a microfiber cloth, use a clean one for each vehicle. Here are some examples of high touch points found in a vehicle:

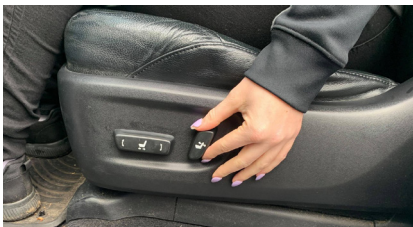
Exterior Door Handle



Interior door panel



Seat Side Adjustments



Seat Belt



Side Note: Disinfecting cloth surfaces. To the best of our knowledge, it is not possible to disinfect cloth surfaces (car seats, seat belts) thus we recommend hand sanitizer be used before entering the vehicle.

Steering Wheel, Dash Board, Shifter and Shift Console



Roof Console



# EPA Listed Disinfectants that Kill Coronavirus

## Top Notes

1. This section lists disinfectants that we stock that kill Coronavirus and application methods.
2. We recommend that you read product use instructions and Safety Data Sheets (“SDS”) for the disinfectants that you use and follow their instructions.
  - a. SDS Section 8 describes recommendations for what personal protective equipment should be worn.
  - b. SDS Section 9 lists the pH of the product. A pH of 7 or less is considered “neutral” and is generally safe to apply to any surface. A pH of 8 or more may over time degrade floor finishes so you should avoid spraying directly on the floor.
3. As discussed earlier in this guide, a disinfectant requires contact time defined as the amount of time which should lapse after the disinfectant is applied before the surface is wiped dry. We list contact times for each disinfectant we distribute.

## Ready to Use

### Betco Fight Bac



Quat-based formula for use on a variety of hard, nonporous environmental surfaces. Quickly disinfects and deodorizes hard surfaces.

Common uses:

Only requires 1 minute of contact time to kill coronavirus. Perfect for disinfecting around reception areas where short contact time is needed.

Stock #	Description	Case Pack
JBET031	Ready to use	12 quarts
JSAN021	Bottle trigger	each

**Contact Time: 1 Min.**

### Betco GE Fight Bac



Citric Acid active ingredient is non-irritating and no harsh fumes. Environmentally friendly. Cautionary note: do not apply to brass surfaces, it may cause corrosion over time.

Common uses:

Food surface safe which means it does not need to be rinsed. Used to disinfect breakroom or other surfaces which may come in contact with food. May also be used to disinfect any hard surface such as desks, countertops etc.

Stock #	Description	Case Pack
JBET021	Ready to use	12 quarts
JSAN021	Bottle trigger	each

**Contact Time: 5 Min.**

# Gallon Concentrates

A more economical alternative to ready to use products. Pura Vida stocks quart spray bottles, which may be refilled and used multiple times. Spray bottle labels are provided at no charge. We also stock a pump which can be threaded on the gallon bottle to accurately dispense concentrate into the spray bottle.

PH7Q Spray Bottle Sanibet Spray Bottle Gallon Pump



Stock #	Description	Case Pack
JSAN001	32 oz spray bottle	each
Nocharge	Spray bottle labels	each
JSAN021	Bottle trigger	each
JSAN003	Gallon Pump	each

## Betco pH7Q Dual Disinfectant

Quat-based neutral ph disinfectant that may be used to disinfect hard surfaces. Will not harm floor finishes if overspray contacts finished floors. Economical end use cost - dilutes at 1/2 oz. per gallon.

Common uses:

Used to disinfect any hard surface where 10 minute contact time is not an issue. Often used by cleaners at night to disinfect high touch points in restrooms and other areas applied using a spray bottle or electrostatic sprayer.



Stock #	Description	Case Pack
JBET024	Gallon concentrate	4, 1-gallon

## Betco Sanibet Disinfectant/Sanitizer Gallon Concentrate

Quat-based formula for use on a variety of surfaces. NSF International Certified for use in all regulated food processing and food service environments. If used at lower dilution rates, does not need to be rinsed. Effective at killing coronavirus if used at higher concentrate level.

Stock #	Description	Case Pack
JBET022	Gallon concentrate	4, 1-gallon
JSAN001	32 oz spray bottle	each
No charge	Spray bottle labels	each
JSAN021	Bottle trigger	each
JSAN003	Gallon Pump	each





# Concentrates Dispensed Through Blend Center

If you have a water source available, such as a sink in a custodial closet or even just a hose bib, we can install and supply at no charge a chemical blend station that mixes super concentrated disinfectants with the water source at your facility.

Hand Held Dispenser

Wall Mount Dispenser

Stock #	Description	Case Pack
JBET037	Hand held dispenser	each
JBET004	Wall mount dispenser	each

In addition to disinfectants, the blend station can also be used to fill spray bottles or mop buckets with other cleaners such as glass/all purpose cleaners, floor cleaners etc.



- Benefits:
1. Very economical end use cost.
  2. Friendly to the environment (lower carbon footprint related to shipping; spray bottles may be reused v. ending up in landfills).
  3. The dilution rate of each product (which varies) is controlled by a cap near the lid of the 2 liter bottle so there is no “guess work” associated with mixing. Just push a button and the right amount of chemical is mixed with water.

## Betco Triforce Disinfectant



Formulated to aid in the reduction of cross-contamination on treated surfaces in public facilities. Has the added benefit of a soft surface sanitization efficacy.

Common uses:

Applied using a spray bottle and trigger, or electrostatic sprayer to disinfect surfaces with relatively fast 3 minute contact time.

**Contact Time: 3 Min.**

End use cost: 15 cents per quart spray bottle

Stock #	Description	Case Pack
JBET036	Super concentrate	4, 2 liters

## Betco pH7Q Dual Disinfectant



Quat-based neutral ph disinfectant that may be used to disinfect hard surfaces. Will not harm floor finishes if overspray contacts finished floors. Dilutes at ½ oz. per gallon.

Common uses:

Used to disinfect any hard surface where 10 minute contact time is not an issue. Often used by cleaners at night to disinfect high touch points in restrooms and other areas applied using a spray bottle or electrostatic sprayer.

**Contact Time: 10 Min.**

End use cost: 9 cents per quart spray bottle

Stock #	Description	Case Pack
JBET023	Super concentrate	4, 2 liters

# Disinfectant Application Methods

Spray on surface, allow contact time, then wipe with a towel; or allow to air dry.

Stock #	Description	Case Pack
JKC005	Box of 120 towels	18 boxes
JSAN062	Microfiber towel	12 towels



If disinfecting computer keyboards and other electronics apply disinfectant to towel first and then wipe surfaces and allow to air dry.

## Disinfectant Wipes in a Bucket



Create Your Own – Easytask Wiper Box

Stock #	Description	Case Pack
JSAN053	Box of 275 wipes	each

Premade

Stock #	Description	Case Pack
JBET029	Bucket of 1500 wipes	each

## Electrostatic sprayers

Victory sprayers are used to disinfect large areas. They are battery powered.



Victory Handheld

Stock #	Description	Case Pack
JVIC002	Victory handheld	each



Victory Backpack

Stock #	Description	Case Pack
JVIC001	Victory backpack	each

What about Bleach – It's Cheap and Doesn't it Kill Everything?

### Bleach is NOT the ultimate disinfectant!

- For bleach to function properly all surfaces MUST be pre-cleaned, creating a labor-intensive, 2-step process.
- Bleach's shelf life is unstable and depends heavily on storage conditions. Warmer temperatures break down sodium hypochlorite (bleach) into salt and water, rendering it ineffective.
- A fresh solution must be made in a clean container immediately before disinfection, as water ions or hardness and soil contaminants adversely affect available chlorine ppms and efficacy.

## Personal Protection Equipment (PPE)

The PPE we stock is for those involved in completing cleaning tasks or to provide visitors to your facility with a mask in the event they forgot to bring one.

PPE recommendations for cleaners and disinfectants you use are listed in Section 8 of the Safety Data Sheets (SDS) for the product. If you don't have SDS on-hand, you should be able to visit the manufacturer's website and obtain one.

Disposable face masks are relatively inexpensive and you should have some on-hand in the event a visitor or staff member forgot to bring one.

### Face Masks

#### (#5) Earloop Face Mask

Stock #	Case Pack
JSAN047	Box of 50



#5



#6

#### (#6) KN95 Flat Cone Style Face Mask

Stock #	Case Pack
JSAN056	Box of 20

### Protective Eyewear

#### (#7) Clear Hard Coat Anti-Fog Safety Glasses

Stock #	Case Pack
JSAN061	Box of 12



#7

### Gloves

#### (#8) Blue Nitrile Powder Free Gloves

Stock #	Size	Case Pack
JSAN012	Small	10/100/CS
JSAN013	Medium	10/100/CS
JSAN006	Large	10/100/CS
JSAN014	X-Large	10/100/CS

Nitrile gloves are used by hospitals and other health care organizations. Currently almost all available supply is being allocated to health care organizations. We also stock synthetic vinyl gloves (listed in this section) which are more readily available.



#8



#9

#### (#9) Black Nitrile Gloves

Stock #	Size	Case Pack
JSAN059	Medium	10/100/CS
JSAN060	Large	10/100/CS
JSAN019	X-Large	10/100/CS

#### (#10) Synthetic Vinyl Gloves

Stock #	Size	Case Pack
JSAN065	Small	10/100/CS
JSAN066	Medium	10/100/CS
JSAN067	Large	10/100/CS
JSAN068	X-Large	10/100/CS



#10

# Restroom Supply Systems including Hand Soaps, Roll Towels, and Tissue

The restroom supply systems we stock are designed to minimize “out of stock” conditions and the amount of labor time required to refill dispensers. In the case of roll towels, they provide users direct access to the towel which eliminates one “high touch point”.

Most of our customers have opted to install manual systems which eliminate the need to replace batteries every six months which is required by automated systems. That said, we have listed both manual and automated (battery powered) systems.

Dispensers are supplied and installed by Pura Vida at no-charge; except for some battery soap and sanitizer dispensers which are invoiced at our cost.

## Kimberly Clarke/Scott Hand Soap Systems

### Manual

Does not require batteries.

Stock #	Description	Case Pack
JKC026	White dispenser	each
JKC009	Black dispenser	each
JKC012	Foam soap, 1,000ml	Case of 6



### Touchless Battery

Touchless dispensing of soap.

Stock #	Description	Case Pack
JKC019	White dispenser	each
JKC023	Faux Stainless dispenser	each
JKC015	Black dispenser	each
JKC014	Foam soap, 1,200ml	Case of 2



## Betco Hand Soap Systems

### Manual Foaming Hand Soap

Does not require batteries.

Stock #	Description	Case Pack
JBET013	Black dispenser	each
JBET015	White dispenser	each
JBET019	Foam soap, 1,000ml	Case of 6



### Battery Foaming Hand Soap

Touchless dispensing of soap.

Stock #	Description	Case Pack
JBET014	Black dispenser	each
JBET016	White dispenser	each
JBET019	Foam soap, 1,000ml	Case of 6





# Touchless Manual and Battery High Capacity Roll Towel Dispensers

## Advantages of Roll Towels compared to:

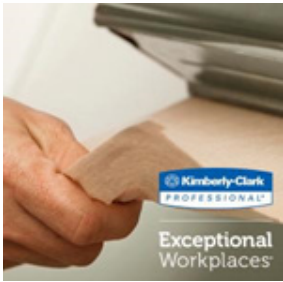
### Folded Towels



1. Reduction in paper used per hand dry. Industry studies indicate a user, on average, will take 2-3 folded towels to dry their hands. This equates to about 30" of towel – or three times the amount of paper dispensed by a controlled use roll towel dispenser.

2. Significant labor savings because towel dispensers do not need to be refilled as often. Each of our roll towels is 1,100 feet in length (equals about 1,200 hand dries) which means dispensers do not need to be refilled as often.

3. Elimination of one possible “high touch area” which may spread germs.



### Air Dryers

1. Air dryers consume a lot of electricity, are less effective at removing germs from hands and since coronavirus is airborne spread droplets which contain germs may be sprayed throughout the restroom.



## High Capacity Manual Hands Free Roll Towel Dispenser

No-touch dispensing system helps reduce the spread of germs.

Stock #	Description	Case Pack
JKC001	Black dispenser	each
TBD	Faux Stainless dispenser	each
TBD	White dispenser	each
JKC002	Roll towel, 1,150 feet	Case of 6



## High Capacity Battery Hands Free Roll Towel Dispenser

This dispenser is touchless and electronic to help minimize the spread of germs.

Stock #	Description	Case Pack
JKC018	Black dispenser	each
JKC024	Faux Stainless dispenser	each
TBD	White dispenser	each
JKC002	Roll towel, 1,150 feet	Case of 6



## Tissue Dispensers and Product

### Single Roll Toilet Paper Dispenser

Stock #	Description	Case Pack
JKC032	Black dispenser	each
JKC033	Faux stainless dispenser	each
TBD	White dispenser	each
JKC029	Small core TP, 1,100 sheets	Case of 36



# Betco Hand Sanitizer Systems

Foaming Pump Hand Sanitizer for Desktop, Reception Area etc.

Stock #	Description	Case Pack
JBET032	500ml Pump	Case of 12



Manual Wall Mounted

Does not require batteries.

Stock #	Description	Case Pack
JBET013	Black dispenser	each
JBET015	White dispenser	each
JBET018	Foam sanitizer, 1,000ml	Case of 6



Battery Wall Mounted

Touchless dispensing of sanitizer.

Stock #	Description	Case Pack
JBET014	Black dispenser	each
JBET016	White dispenser	each
JBET018	Foam sanitizer, 1,000ml	Case of 6



Free Standing Hand Sanitizer Station

Touchless dispensing of sanitizer, free standing set up.

Stock #	Description	Case Pack
JBET017	Stand	each



# Kimberly Clarke/Scott Hand Sanitizer Systems

## Manual Wall Mount

Does not require batteries.

Stock #	Description	Case Pack
JKC026	white dispenser	each
JKC009	black dispenser	each
JKC025	Foam sanitizer, 1,000ml	Case of 6



## Battery Wall Mount

Touchless dispensing of sanitizer.

Stock #	Description	Case Pack
JKC019	white dispenser	each
JKC023	faux stainless dispenser	each
JKC015	black dispenser	each
JKC027	Foam soap, 1,200ml	Case of 2



## Free Standing Hand Sanitizer Station

Touchless dispensing of sanitizer, free standing set up.

Stock #	Description	Case Pack
JKC036	Stand	each



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