

Team Leader job aid

Process to follow for cleaning/disinfecting if an employee has possible or confirmed case of COVID-19

Reference chart

Situation	Facilities Management (JLL)	Fleet (Fleet responsible to contact third party for cleaning/sanitizing)	Plant Equipment (can be arranged through JLL upon request)
<p>Employee ordered into quarantine due to potential exposure to COVID-19 – workplace exposed</p> <p>Initiating cleaning must be approved at GM level</p> <p>(For post offices owned by the postmaster: see Team Leader message for details)</p>	<p><u>Deep clean/disinfecting</u></p> <p>- An off-cycle clean focused on workplace areas that individual was in contact with</p> <p>Actioned by emergency work order – call 1-866-410-0732</p>	<p><u>Deep clean</u></p> <p>- Clean the handles, steering wheel and buttons, as well as surfaces (seats, dashboard)</p> <p>Actioned by contacting Local Fleet Manager and Director of Fleet</p>	<p><u>Deep clean</u></p> <p>- This is not included in the JLL facilities contract but can be arranged on request through JLL & CPC Facilities Management.</p>
<p>Confirmed case of COVID-19 – workplace exposed</p> <p>Initiating sanitization or decontamination must be approved by CIRT</p> <p>(For post offices owned by the postmaster: see Team Leader message for details)</p>	<p><u>Sanitization or decontamination</u> – Hazmat spraying where needed</p> <p>Actioned by Director of Facilities Management or designated regional Facilities Management manager.</p>	<p><u>Sanitization</u> – Hazmat spraying where needed</p> <p>Actioned by contacting Local Fleet Manager and Director of Fleet</p>	<p><u>Sanitization</u> – Hazmat spraying where needed</p>