

**AntiCovid-19
Proactive Safety Measures (PSM)
Program**

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AntiCovid-19 Proactive Safety Measures (PSM) Program Executive Summary

Having collecting data from the responsible bodies regarding the return of your employees in the workplace, we have created – along with our scientific partners – a three-level complete solution, the **AntiCovid-19 Proactive Safety Measures (PSM) Program**.

The program’s goal is to ensure the health, safety and productivity of your employees, after they return to the workplace.

The program applies certain protective measure, aiming to avoid the spread of Covid-19 coronavirus in workplaces and a specific reopening protocol for any place that had a suspected or confirmed case.

As a first step, before reopening the workplace, either after a temporary suspension or after a confirmed case, is a thorough disinfection application in every area of the premises. This application aims to create a fully sterilized area, in which your employees will be able to return immediately and continue their work with safety.

As a next step, we propose a graded application program of protective measures, which starts from level **Red**, continues with a slightly less mild protective measures application, level **Orange**, and results in the last level, **Green**.

The transition from one level to the next is determined upon the spread of the virus. Below you may find the specific protective measures per application level:

Proactive Safety Measures / Application Level	RED	ORANGE	GREEN
Continuous disinfection of key touch points in workplace with a special surface disinfectant against Covid-19	4 times / day	2 times / day	Once daily
Amplification of end-of-day cleaning process with a special surface disinfectant against Covid-19	Free of charge	Free of charge	Free of charge
Disinfection with mist-dusting spraying using an FDA approved formulation	Weekly	Bi-weekly	Monthly
Air Quality Control	Chemical Cleaning 4 times / year & Technical Report	Chemical Cleaning 4 times / year & Audit for minor tweaks	Chemical Cleaning 4 times / year & Audit for major upgrades
Provision of personal safety measures for your employees (e.g. gloves, protective masks, antiseptic gel)	Regularly	Regularly	Regularly
Provision of special surface disinfectant for your employees, either for their desktops or for home use	Regularly	Regularly	Regularly



Manifest AntiCovid-19 Proactive Safety Measures (PSM) Red Level

Protective Measures

- ✍ Continuous disinfection of key touch points in workplace with a special surface disinfectant against Covid-19
- ✍ Amplification of end-of-day cleaning process with a special surface disinfectant against Covid-19
- ✍ Weekly disinfection with mist-dusting spraying using an FDA approved formulation
- ✍ Air quality control with frequent chemical cleaning (4 times / year) and audit for major upgrades
- ✍ Provision of personal safety measures for your employees (e.g. gloves, protective masks, antiseptic gel)
- ✍ Provision of special surface disinfectant for your employees, either for their desktops or for home use

Timing of application

After reopening the workplace, either after a temporary suspension or after a confirmed case, is a thorough disinfection application in every area of the premises.

Key Touch Points

The 8-hour continuous disinfection of key touch points in the workplace will take place every day from 09.00 – 17.00, by trained personnel with special surface disinfectant against Covid-19, **Oasis Pro 20 Premium** by Ecolab.

The key touch points will be disinfected **four (4) times** per day **within the 8-hour morning shift** and **once (1)** within the end-of-day cleaning shift.



**Manifest AntiCovid-19
Proactive Safety Measures (PSM)
Red Level**

The Key Touch Points are:

COMMUNAL AREAS	WC / DRESSING ROOMS	RECEPTION AREA
Staircase Handrails	Faucets	Telephones
Doors and doorknobs	Toilet and sink surfaces	Keyboards and Mouses
Elevators (handles and buttons)	WC Appliances	Guest Cards
Printing & Copying Machines (handles and buttons)	Doors and doorknobs	Reception Desk surface
Furniture surfaces & desktops	Closet and cupboard knobs	Closet and counter knobs
Chair arms and handles	Light switches and A/C controls	Chair arms and handles
Light switches and A/C controls		Light switches and A/C controls
ATM Machines		

MEETING ROOMS	KITCHENS & RESTAURANTS	OFFICE AREAS
Furniture surfaces & desktops	Faucets	Furniture surfaces & desktops
Remote controls	Counter top surfaces	Chair arms and handles
Keyboards and Mouses	Electrical appliances (surface and buttons)	Telephones
Telephones	Vending Machines' buttons	Keyboards and Mouses
Doors and doorknobs	Coffee machine & water cooler buttons	Closet and counter knobs
Closet and counter knobs	Doors and doorknobs	Chair arms and handles
Chair arms and handles	Closet and cupboard knobs	Light switches and A/C controls
Light switches and A/C controls	Chair arms and handles	
	Tables surface	
	Light switches and A/C controls	

ATTENTION: The number of people that will apply the 8-hour continuous disinfection of key touch points will be determined by the size of each premise. The appraisal of the number will be determined by the Facility Services Coordinator of your premises.

Respective work instruction [here](#)

Respective video [here](#)

Disinfection



The disinfection application by cold mist-dusting spraying is proposed on a weekly basis, after the employees leave the workplace. The spraying is applied with an electrical device called *Cold Fogger* and it spreads an FDA approved formulation (DALCO 100), creating a cold fog, which covers all surfaces without making them wet.

The aim of this application is to sterilize the workplace thoroughly.

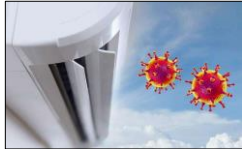
Respective work instruction [here](#)

Respective video [here](#)



Manifest AntiCovid-19 Proactive Safety Measures (PSM) Red Level

Air Quality Control



The directives that are mentioned in the 23/4/2020 Ministry of Health Bulletin and the directives of international organizations such as ASHREA, apply regarding the A/C and HVAC units and are summarized based on the below:

- ✍ Amplification in the ventilation of the premises through the ventilation systems and production of fresh air intake.
- ✍ Intensification of the maintenance procedure for the A/C and HVAC units (chemical cleaning 4 times / year is proposed)
- ✍ Extensive upgrades of the highest quality in installed equipment for air filtering and readjustment of air conditioning to ensure thermal comfort, upon audit
- ✍ Upgrade in the quality systems and installation of sensors to continuously check the air quality and the area measurements, upon audit
- ✍ Digital and continuous monitoring of your premises with KPIs and automatic alerts in case of deviations

To carry out the audit, we need the specifications of the premises, a site-visit and some targeted measurements (e.g. quality of air flow, etc.). To carry out the upgrades, we will need at most two months.

Respective directive [here](#)

Provision of Personal Protection Equipment & Surface Disinfectant



Based on the Bulletin by the General Secretariat of the Ministry of Labour and Social Security with subject: *“Protective measures for the health and safety of the employees in the workplaces and preventive measures against the spread of coronavirus SARS-COV-2 during the lifting of restraining measures”*, every company has to provide to their employees antiseptic gels, single-use gloves, protective masks, etc.

We have the capacity to provide you with all the above products, with certified solutions in special prices.

Last but not least, for a more integrated protection for your employees, we can provide you with a product kit against Covid-19, which includes the special surface disinfectant **Oasis Pro 20 Premium** by **Ecolab**, along with a yellow microfibre cloth, for you to offer to your employees, so that they can use it in the workplace or home.



Respective directive [here](#)



Manifest AntiCovid-19 Proactive Safety Measures (PSM) Orange Level

Protective Measures

- ✍ Continuous disinfection of key touch points in workplace with a special surface disinfectant against Covid-19
- ✍ Amplification of end-of-day cleaning process with a special surface disinfectant against Covid-19
- ✍ Bi-weekly disinfection with mist-dusting spraying using an FDA approved formulation
- ✍ Air quality control with frequent chemical cleaning (4 times / year) and audit for minor tweaks
- ✍ Provision of personal safety measures for your employees (e.g. gloves, protective masks, antiseptic gel)
- ✍ Provision of special surface disinfectant for your employees, either for their desktops or for home use

Timing of application

It's the evolution of Red Level. Technically, it is a less mild application of the protective measures in the workplace, which will require a recession in the spread of the virus.

Key Touch Points

The 6-hour continuous disinfection of key touch points in the workplace will take place every day from 11.00 – 17.00, by trained personnel with special surface disinfectant against Covid-19, **Oasis Pro 20 Premium** by **Ecolab**.

The key touch points will be disinfected **two (2) times** per day **within the 6-hour morning shift** and **once (1)** within the end-of-day cleaning shift.

The key touch points are:

COMMUNAL AREAS
Staircase Handrails
Doors and doorknobs
Elevators (handles and buttons)
Printing & Copying Machines (handles and buttons)
Furniture surfaces & desktops
Chair arms and handles
Light switches and A/C controls
ATM Machines

WC / DRESSING ROOMS
Faucets
Toilet and sink surfaces
WC Appliances
Doors and doorknobs
Closet and cupboard knobs
Light switches and A/C controls

RECEPTION AREA
Telephones
Keyboards and Mouses
Guest Cards
Reception Desk surface
Closet and counter knobs
Chair arms and handles
Light switches and A/C controls

MEETING ROOMS
Furniture surfaces & desktops
Remote controls
Keyboards and Mouses
Telephones
Doors and doorknobs
Closet and counter knobs
Chair arms and handles
Light switches and A/C controls

KITCHENS & RESTAURANTS
Faucets
Counter top surfaces
Electrical appliances (surface and buttons)
Vending Machines' buttons
Coffee machine & water cooler buttons
Doors and doorknobs
Closet and cupboard knobs
Chair arms and handles
Tables surface
Light switches and A/C controls

OFFICE AREAS
Furniture surfaces & desktops
Chair arms and handles
Telephones
Keyboards and Mouses
Closet and counter knobs
Chair arms and handles
Light switches and A/C controls

ATTENTION: The number of people that will apply the 6-hour continuous disinfection of key touch points will be determined by the size of each premise. The appraisal of the number will be determined by the Facility Services Coordinator of your premises.

Respective work instruction [here](#)

Respective video [here](#)

Disinfection



The disinfection application by cold mist-dusting spraying is proposed on a **bi-weekly** basis, after the employees leave the workplace. The spraying is applied with an electrical device called *Cold Fogger* and it spreads an FDA approved formulation (DALCO 100), creating a cold fog, which covers all surfaces without making them wet.

The aim of this application is to sterilize the workplace thoroughly.

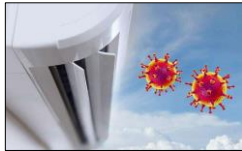
Respective work instruction [here](#)

Respective video [here](#)



Manifest AntiCovid-19 Proactive Safety Measures (PSM) Orange Level

Air Quality Control



The directives that are mentioned in the 23/4/2020 Ministry of Health Bulletin and the directives of international organizations such as ASHREA, apply regarding the A/C and HVAC units and are summarized based on the below:

- ✍ Amplification in the ventilation of the premises through the ventilation systems and production of fresh air intake.
- ✍ Intensification of the maintenance procedure for the A/C and HVAC units (chemical cleaning 4 times / year is proposed)
- ✍ Technical audit for technical settings in the air-conditioning control systems
- ✍ Technical audit for targeted technical interventions in the air-conditioning system and application of technical disinfection using UVGI, wherever the application is applicable without further actions
- ✍ Frequent measurements of air quality and indoor specifications

To carry out the audit, we need the specifications of the premises, a site-visit and some targeted measurements (e.g. quality of air flow, etc.). To carry out the upgrades, we will need at most one month.

Respective directive [here](#)

Provision of Personal Protective Equipment & Surface Disinfectant



Based on the Bulletin by the General Secretariat of the Ministry of Labour and Social Security with subject: *“Protective measures for the health and safety of the employees in the workplaces and preventive measures against the spread of coronavirus SARS-COV-2 during the lifting of restraining measures”*, every company has to provide to their employees antiseptic gels, single-use gloves, protective masks, etc.

We have the capacity to provide you with all the above products, with certified solutions in special prices.

Last but not least, for a more integrated protection for your employees, we can provide you with a product kit against Covid-19, which includes the special surface disinfectant **Oasis Pro 20 Premium** by **Ecolab**, along with a yellow microfibre cloth, for you to offer to your employees, so that they can use it in the workplace or home.



Respective directive [here](#)



Manifest AntiCovid-19 Proactive Safety Measures (PSM) Green Program

Protective Measures

- ✍ Continuous disinfection of key touch points in workplace with a special surface disinfectant against Covid-19
- ✍ Amplification of end-of-day cleaning process with a special surface disinfectant against Covid-19
- ✍ Monthly disinfection with mist-dusting spraying using an FDA approved formulation
- ✍ Air quality control with frequent chemical cleaning (4 times / year) and a technical report
- ✍ Provision of personal safety measures for your employees (e.g. gloves, protective masks, antiseptic gel)
- ✍ Provision of special surface disinfectant for your employees, either for their desktops or for home use

Timing of application

It's the evolution of Orange Level. It is an even less mild application of the protective measures in the workplace, which will require a grand recession in the spread of the virus.

Key Touch Points

The 3-hour continuous disinfection of key touch points in the workplace will take place every day from 12.00 – 15.00, by trained personnel with special surface disinfectant against Covid-19, **Oasis Pro 20 Premium** by Ecolab.

The key touch points will be disinfected **once (1)** per day **within the 3-hour morning shift** and **once (1)** within the end-of-day cleaning shift.



Manifest AntiCovid-19 Proactive Safety Measures (PSM) Green Program

The key touch points are:

COMMUNAL AREAS	WC / DRESSING ROOMS	RECEPTION AREA
Staircase Handrails	Faucets	Telephones
Doors and doorknobs	Toilet and sink surfaces	Keyboards and Mouses
Elevators (handles and buttons)	WC Appliances	Guest Cards
Printing & Copying Machines (handles and buttons)	Doors and doorknobs	Reception Desk surface
Furniture surfaces & desktops	Closet and cupboard knobs	Closet and counter knobs
Chair arms and handles	Light switches and A/C controls	Chair arms and handles
Light switches and A/C controls		Light switches and A/C controls
ATM Machines		

MEETING ROOMS	KITCHENS & RESTAURANTS	OFFICE AREAS
Furniture surfaces & desktops	Faucets	Furniture surfaces & desktops
Remote controls	Counter top surfaces	Chair arms and handles
Keyboards and Mouses	Electrical appliances (surface and buttons)	Telephones
Telephones	Vending Machines' buttons	Keyboards and Mouses
Doors and doorknobs	Coffee machine & water cooler buttons	Closet and counter knobs
Closet and counter knobs	Doors and doorknobs	Chair arms and handles
Chair arms and handles	Closet and cupboard knobs	Light switches and A/C controls
Light switches and A/C controls	Chair arms and handles	
	Tables surface	
	Light switches and A/C controls	

ATTENTION: The number of people that will apply the 3-hour continuous disinfection of key touch points will be determined by the size of each premise. The appraisal of the number will be determined by the Facility Services Coordinator of your premises.

Respective work instruction [here](#)

Respective video [here](#)

Disinfection



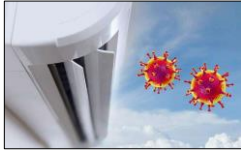
The disinfection application by cold mist-dusting spraying is proposed on a **monthly** basis, after the employees leave the workplace. The spraying is applied with an electrical device called *Cold Fogger* and it spreads an FDA approved formulation (DALCO 100), creating a cold fog, which covers all surfaces without making them wet.

The aim of this application is to sterilize the workplace thoroughly.

Respective work instruction [here](#)

Respective video [here](#)

Air Quality Control



The directives that are mentioned in the 23/4/2020 Ministry of Health Bulletin and the directives of international organizations such as ASHREA, apply regarding the A/C and HVAC units and are summarized based on the below:

- ✍ Amplification in the ventilation of the premises through the ventilation systems and production of fresh air intake.
- ✍ Intensification of the maintenance procedure for the A/C and HVAC units (chemical cleaning 2 times / year is proposed)
- ✍ Technical report with proposals for the application of the bare minimum actions for preventive maintenance and cleaning of the equipment.
- ✍ Compliance with the general guidance of minimizing the spread of viral particulates and natural ventilation with minimum settings.

To carry out the technical report, we need the specifications of the premises and a site-visit. The proposed settings can be applied immediately.

Respective directive [here](#)

Provision of Personal Protective Equipment & Surface Disinfectant



Based on the Bulletin by the General Secretariat of the Ministry of Labour and Social Security with subject: *“Protective measures for the health and safety of the employees in the workplaces and preventive measures against the spread of coronavirus SARS-COV-2 during the lifting of restraining measures”*, every company has to provide to their employees antiseptic gels, single-use gloves, protective masks, etc.

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Last but not least, for a more integrated protection for your employees, we can provide you with a product kit against Covid-19, which includes the special surface disinfectant **Oasis Pro 20 Premium** by **Ecolab**, along with a yellow microfibre cloth, for you to offer to your employees, so that they can use it in the workplace or home.



Respective directive [here](#)






AntiCovid-19
Proactive Safety Measures (PSM) Program
Health & Safety Equipment & Guidelines

During the morning and end-of-day shifts, the cleaning staff has been trained to use specific PPE (Personal Protective Equipment) and to follow specific directives of personal hygiene.



Personal Protective Equipment

As personal protective equipment, our company provides our staff with:

<p>Two (2) woven, washable masks with our logo per employee (respective certification here)</p>	
<p>Single-use gloves</p>	
<p>Provision of – at least – two (2) job uniforms (two pieces per type)</p>	

Material – Equipment

The disinfection of key touch points is completed with the use of the below material and equipment:

<p>Oasis Pro 20 Premium by Ecolab (MSDS here)</p>	
<p>Yellow microfibre cloth</p>	






AntiCovid-19

Proactive Safety Measures (PSM) Program Health & Safety Equipment & Guidelines

Go Home Clean

The cleaning staff is constantly and continuously informed on how to follow the hygiene rules that are described in the Go Home Clean directive, in three stages:

-  At the arrival in the client's workplace
-  While working in the client's workplace
-  At the departure from the client's workplace

Respective directive [here](#)