

**COVID-19**  
**Pandemic Risk**  
**Reduction**

# **Cleaning and Ventilating the Operations Hub**

 **mercy**<sup>®</sup> *for Malaysia*  
MALAYSIA

MERCY Malaysia's COVID-19 Operations Hub is where we centralize our works relating to COVID-19. It serves the function as a place for management and planning works, logistics and distribution warehouse, command center, resting area for our staffs and volunteers, and coordination center for the overall operation.

For playing such important function, we must make sure that the operations hub is always clean and safe from the pandemic. This guideline outlines basic important steps and tasks that need to be practiced at all time by members of staffs and volunteers at the hub.

Let's take care of each other to reduce the risk of COVID-19.

# SCHEDULE

## AREAS

## DISINFECTION

Office	2 times (before and after operation)
Warehouse	2 times (before and after operation)
T-20 tent	2 times (before and after operation)
Vehicles	Every after use
Inanimate surfaces	Every 2 hours

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## AREAS

## VENTILATION

Office	5 times (9am, 12pm, 3pm, 6pm, 10pm)
Warehouse	N/A
T-20 tent	4 times (9am, 12pm, 3pm, before going home)
Vehicles	Every after use
Inanimate surfaces	N/A

## CLEANING



**Wear disposable gloves** to clean and disinfect.

**Clean surfaces using soap and water.**

Practice routine cleaning of frequently touched surfaces.

**High touch surfaces include** tables, desks, chairs, doorknobs, light switches, countertop, handles, keys, phones, keyboards, mouse, toilets, faucets, controllers, stationery, and others.

Clean up **as frequent as possible** (i.e. every two hours).

## DISINFECTING



**Clean the area or object** with soap and water or with detergent if it is dirty. Then, use disinfectant.

Use **Sodium Hypochlorite (bleach)**. Wear gloves and make sure you have good ventilation when using of the product.

Sodium Hypochlorite (bleach) **cannot be used for human body.**

**Alcohol solutions** with at least 70% alcohol may also be used. You can also use bleach for cleaning inanimate surface.

## SOFT SURFACES AND ELECTRONIC PRODUCTS



**For soft surfaces** such as carpeted floor, rugs, and drapes, clean the surface using **soap and water or with cleaners** that are suitable for use on these surfaces.

**Do not use bleach** as it will damage the object's surface.

**For electronic objects** and other appliances, consider **putting a wipeable cover on electronics**.

Use **alcohol-based wipes or sprays** and dry surface thoroughly.

**Do it twice** - 12pm and before going home.

# VENTILATION



**Open doors and windows** for natural cross ventilation and to improve air circulation.

Ventilate **as frequent as possible**.

For operations hub office, ventilate **at least five times daily** (9am, 12pm, 3pm, 6pm, and 10pm)

**T-20 tent** also needs ventilation when there are people staying inside the tent.

Ventilate the **vehicles too**.

# WASH YOUR HANDS



**Often wash your hands** with soap and water for 20 seconds.

If soap and clean water are not available, and hands are not visibly dirty, **use hand sanitizers.**

Alcohol-based hand sanitizer that contains about **70% alcohol** may be used.

However, if hands are visibly dirty, always wash hands with soap and clean water.

**Do not forget to wash your hands** after blowing nose, coughing, or sneezing, after using the bathroom, and before eating or preparing food.



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Content by Shoji Endo, adopted from CDC



**COVID-19 Pandemic Fund**

Support us by donating through [www.mercy.org.my](http://www.mercy.org.my) or direct transfer to MERCY Humanitarian Fund (5621 7950 4126) or MERCY Malaysia (CIMB 8000-7929-08). All donations are tax-exempted.

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