

# MEMORANDUM

**DATE:** July 10, 2020

---

**TO:** Valued HBM Customer

---

**FROM:** Hawaiian Building Maintenance

---

**RE:** HBM COVID-19 Procedures

---

## **HBM Topics of the Week**

HBM recently purchased electrostatic sprayers and conducted training on the use of this machine. This will allow HBM to conduct disinfecting services of offices, workspaces, or assigned areas in a safe and efficient manner. We are also equipped with all the proper personal protective equipment (PPE) needed to safely conduct a higher level of cleaning. The electrostatic sprayer uses a specialized solution (using EPA certified antimicrobial products) that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. This combined with a proven virucide provides a great way to kill the coronavirus.

Should you have a confirmed COVID-19 case in your office we ask that you notify the property manager and the affiliated state and county agencies (see contact information below). We will work directly with you to provide an estimated proposal for the disinfecting service and access to your office when the proposal has been approved. HBM will provide you with a document stating the method used to clean the area, the product that was used, and the kill time was followed per the product instructions.

OSHA recently came out with a "Guidance on Returning to Work" booklet, link attached.  
<https://www.osha.gov/Publications/OSHA4045.pdf>

## **COVID-19 Definition of the Week**

### *Electrostatic Sprayer*

Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. This combined with a proven virucide provides a great way to kill the coronavirus.

We also have other equipment such as sanitizing sprayers and foggers available to use with the antimicrobial products we have procured in our inventory. For more information on electrostatic sprayers, sanitizing sprayers and foggers please contact us.

### **HBM COVID-19 Executive Team**

We currently have our Manager of Safety and Procurement, Jason Kohl, as the point person for all COVID-19-related news and updates. Jason is actively researching approved chemicals by the EPA and supply chains for chemicals and PPE. Our executive team, Jarrett Walters (President/COO), Paige Onishi (Executive Director of Operations and Customer Service), and Dawn Eyman (Director of HR and Safety), communicate daily regarding COVID-19 updates, policies, and procedures. We also have been continuing with a weekly conference call with all of HBM's managers and supervisors.

Our executive team reviews all cases and questions immediately to provide quick and timely communication with our customers and employees. This includes having to come up with policies and responses on a case-by-case basis.

### **HBM Best Practices**

Employees are not to come to work if they:

- Display any cold or flu-like symptoms (to include fever/chills, cough, sore throat, respiratory illness, difficulty breathing/shortness of breath).
- Have been in close contact with a suspected or confirmed COVID-19 case for a prolonged period of time (caring for, living with, visiting or sharing an office/area or room with a positive COVID-19 case; or coming into direct contact with infectious secretions of a suspected or confirmed COVID-19 case).
- Or a household member returned from travel (domestic, including neighbor islands, or international) within the last 14 days.

### **Field Training**

All of our employees get regular training on safety data sheets (SDS), chemicals, hazardous communication, and personal protective equipment (PPE). During this time, additional refresher training sessions have taken place on each site as we have increased our sanitation duties.

We work closely with employees to ensure proper use of PPE and adhere to chemical instructions, as well as, maintain safety guidelines while staff are on the front line to prevent the spread of this virus.

### **Employee Benefits**

During this time, HBM has communicated to our employees that they may use any available paid time off to cover COVID-19-related lost work hours. We have also provided them with unemployment and temporary disability insurance information should those apply. If there are lost hours at a site, we are doing our best to find other sites that may be ramping up their hours so that our employees are still able to work. We are currently not terminating any employees at this time should they have a reduction in hours due to the COVID-19 situation. We are also not cutting any benefits, including medical insurance, during this time. Once get through this current situation and we and our customers are able to get back to business as usual, we are looking to provide those jobs back to our employees to start working again.

### **HBM Policy on a confirmed case of Coronavirus at a managed property**

1. **DO NOT ENTER** the location. Call your direct supervisor immediately and report the incident. The supervisor will notify and escalate to HBM executive management.
2. An HBM executive manager will contact the property manager about our policy.
3. It's the property manager's responsibility to notify or contact the following:
  - a. The Hawaii Department of Health, Disease Outbreak Control Division at **(808) 586-4586**
  - b. The Aloha United Way, for information or questions about COVID-19:
    - i. Call 2-1-1 from any location in the state daily 7a.m. – 10p.m.
    - ii. Text 877-275-6569
    - iii. Email [info211@auw.org](mailto:info211@auw.org)
    - iv. Visit [health.hawaii.gov/covid19](http://health.hawaii.gov/covid19) or [coronavirus.gov](http://coronavirus.gov)
  - c. The City and County of Honolulu:
    - i. Call (808) 768-2489
    - ii. Email [covidresponse@honolulu.gov](mailto:covidresponse@honolulu.gov)
    - iii. Visit [oneoahu.org](http://oneoahu.org)
  - d. Feel free to also contact us directly:
    - i. **Safety Manager, Jason Kohl at (808) 282-2002** or [jason.kohl@hbmhawaii.com](mailto:jason.kohl@hbmhawaii.com)
    - ii. **Executive Director of Operations and Customer Service, Paige Onishi at (808) 465-0609** or [paige.onishi@hbmhawaii.com](mailto:paige.onishi@hbmhawaii.com)
4. HBM employees will not be permitted to enter the location until the company doing the clean-up provides the HBM executive team with a document stating the method used to clean the area, the product that was used, and that the kill time was followed on the product used.
5. HBM has the capability to respond to confirmed cases of COVID-19. If our team is unable to reply due to high demand or a lack of availability, we also have an approved list of partners who can offer these services as well.
6. If an HBM employee is exposed to COVID-19 or is showing symptoms, they will be placed in a 14-day quarantine (minimum), along with all other HBM employees that had been in contact with that employee.

### **HBM Preventative Policy**

HBM continues to perform industry approved cleaning practices to address preventative concerns of COVID-19. Our current cleaning methods adhere to best practices with the intent of applying a disinfectant cleaning agent throughout properties in common areas, and within tenant spaces, as applicable. Antimicrobial products can also be used, upon request and billed back, on "high touch common areas":

- Restroom doors (interior and exterior)
- All restroom equipment (soap and paper towel dispensers, feminine dispensers, toilet and urinal wall partitions, and all partition hardware)
- Sinks
- Counters
- Toilets and toilet handles

The antimicrobial product may reduce the likelihood of infection, but does not guarantee the elimination or spread of the virus. Please contact us for more information or to purchase the antimicrobial product for your property. Note: antimicrobial products may include chemicals that may damage or affect surface areas. HBM will not be liable for damaged surfaces.

HBM is currently working with local and mainland companies to purchase PPE and antimicrobial/virucides to protect our employees and customers against COVID-19. Bulk orders have been placed with mainland distributors for large quantities like 55-gallon drums of antimicrobial/virucide to ship to Oahu, Maui, and Kauai locations, in addition to ensuring we maintain adequate inventory to supply all sites.

We are reminding staff to be diligent about continuing our high level of cleaning standards when it comes to wiping down "high touch" point areas. We're also being mindful of keeping paper towels, soap and toilet paper stocked.

### **Prevention per the CDC**

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial
  - for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

**Steps to get tested for COVID-19 in Hawaii per the DOH:**

- First, contact your healthcare provider in advance to determine if you need to have an in-person visit with your provider.
- Your provider will determine over the phone whether you meet the criteria for COVID-19 testing.
- If your provider directs you to come in for a screening, bring a photo ID and insurance card.
- Your provider will take a swab for testing.
- The specimen will be sent to a private or state lab for the results. During this time, you are expected to self-quarantine at home until the test results are available, which could be up to 3 to 4 days.
- If you are healthy or experiencing mild to moderate flu-like symptoms, DOH urges you to stay at home and avoid an unnecessary visit to a screening site. The screening sites are only for those who are severely ill with COVID-19 symptoms.

**Definitions:**

**Confirmed:** Meets CDC criteria and positive test result received from a certified laboratory such as the DOH State Laboratories Division.

\*The CDC has advised states that respiratory samples positive for SARS-CoV2 in a state and public-health laboratory will be considered "positive" with no need for further testing.

**Presumptive Positive:** Positive test results from a private laboratory requiring confirmation by a state public health laboratory.

**Persons Under Investigation (PUI):** Meets CDC criteria for investigation and testing pending.

**Monitoring:** Individuals voluntarily remain at home and refrain from work, school, gathering places, and public transit. They communicate daily with Department of Health staff.

**Resources:**

<https://health.hawaii.gov/docd/advisories/novel-coronavirus-2019/>

[https://www.cdc.gov/niosh/emres/2019\\_ncov.html](https://www.cdc.gov/niosh/emres/2019_ncov.html)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Handwashing and health care, see [CDC's Handwashing](#) [CDC's Hand Hygiene in Healthcare Settings](#)  
[National Center for Immunization and Respiratory Diseases \(NCIRD\)](#), [Division of Viral Diseases](#)  
[State of Hawaii Department of Health COVID-19 Daily Update](#)

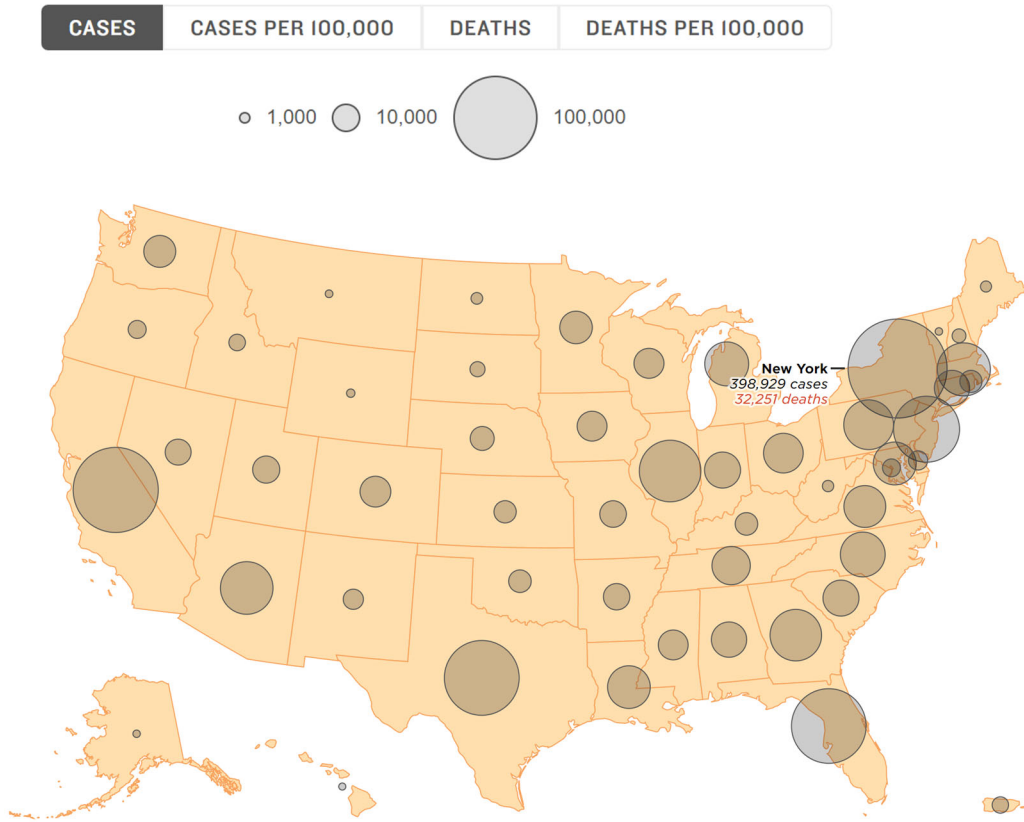
OSHA: [http://d31hzlkh6di2h5.cloudfront.net/20200417/88/4d/b3/3a/ffba5da119e0bba25586102a/osa\\_and\\_coronavirus.pdf](http://d31hzlkh6di2h5.cloudfront.net/20200417/88/4d/b3/3a/ffba5da119e0bba25586102a/osa_and_coronavirus.pdf)

**Map: Tracking the Spread of the Coronavirus in the United States:**  
Updated on July 9<sup>th</sup>, 2020 at 1:34 a.m. ET

<https://www.npr.org/sections/health-shots/2020/03/16/816707182/map-tracking-the-spread-of-the-coronavirus-in-the-u-s>

### Tracking The Spread Of The Coronavirus In The U.S.

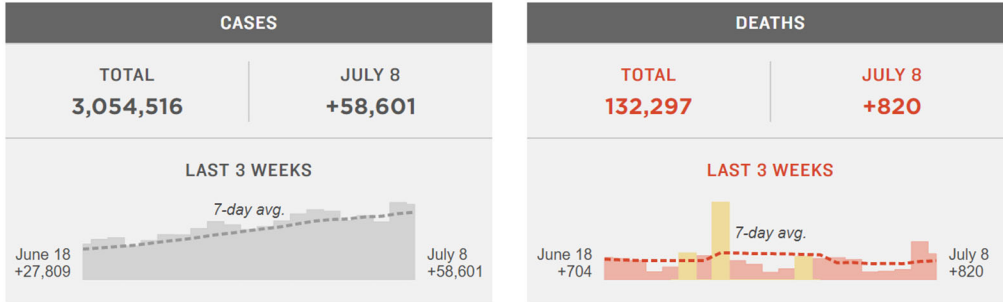
Data as of 1:34 a.m. on July 9, 2020



Source: Center for Systems Science and Engineering at Johns Hopkins University

## COVID-19 In The United States

Data as of 3:34 a.m. ET, July 9

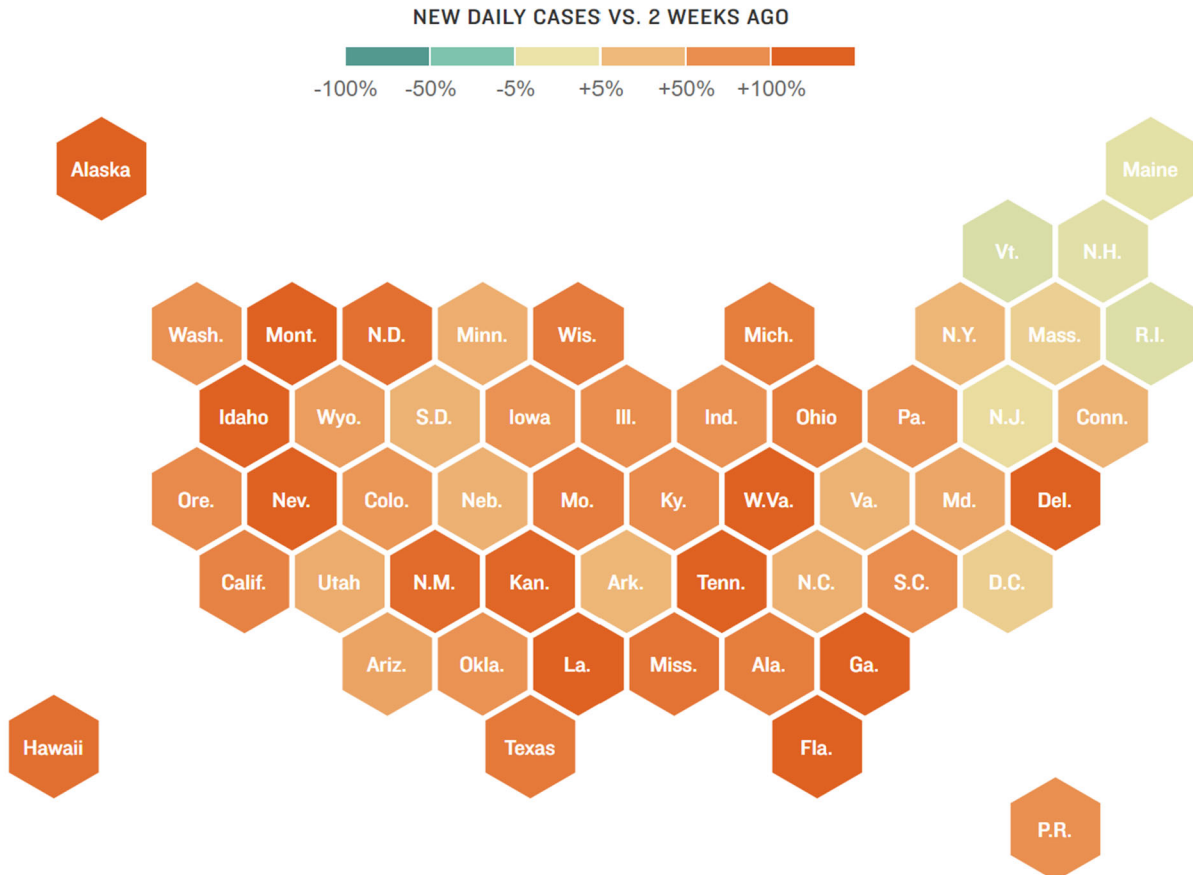


■ Indicates a day when data is irregular. On the highlighted dates, a few states included previously-unreported deaths in their totals. (June 23: Delaware. June 25: New Jersey. June 30: New York.)

Source: Center for Systems Science and Engineering at Johns Hopkins University

## Where New Cases Are Going Up, Leveling Off, Or Going Down

Data as of 11:59 p.m. ET, July 8





## New And Total Cases, By State And Territory

Data as of 11:59 p.m. ET, July 7. Daily heatmap as of 11:59 p.m. ET, July 7.

### PERCENT CHANGE VS. PREVIOUS WEEK



STATE	AVG. NEW CASES/DAY				TOTALS SINCE JANUARY	
	3 weeks ago	2 weeks ago	Last week	This week	CASES	DEATHS
<b>United States</b>	<b>23,227</b>	<b>31,305</b>	<b>43,595</b>	<b>52,444</b>	<b>3,054,992</b>	<b>132,306</b>
New York	712	646	630	693	398,929	<b>32,251</b>
California	3,298	4,747	6,094	7,697	292,773	<b>6,724</b>
Texas	2,417	4,348	6,319	7,509	224,929	<b>2,875</b>
Florida	2,193	3,756	7,140	9,255	223,783	<b>3,889</b>
New Jersey	337	313	291	302	174,039	<b>15,332</b>
Illinois	621	622	782	934	150,554	<b>7,309</b>
Massachusetts	285	209	219	208	110,602	<b>8,243</b>
Arizona	1,584	2,750	3,416	3,501	108,614	<b>1,963</b>
Georgia	864	1,336	2,123	2,807	103,890	<b>2,922</b>
Pennsylvania	425	485	584	707	96,725	<b>6,812</b>
North Carolina	1,209	1,370	1,461	1,562	77,687	<b>1,462</b>
Michigan	188	294	362	495	74,551	<b>6,262</b>
Maryland	501	338	369	420	70,861	<b>3,275</b>
Louisiana	658	549	1,100	1,425	70,151	<b>3,339</b>
Virginia	514	534	527	596	67,375	<b>1,905</b>
Ohio	407	620	872	1,045	60,181	<b>2,991</b>
Tennessee	598	732	1,154	1,524	55,986	<b>685</b>
Indiana	382	304	402	444	49,063	<b>2,732</b>
South Carolina	685	1,049	1,432	1,570	48,909	<b>884</b>
Connecticut	155	69	94	77	47,108	<b>4,343</b>
Alabama	760	679	985	1,143	46,962	<b>1,058</b>
Minnesota	347	352	422	410	39,589	<b>1,523</b>
Washington	347	441	509	644	37,941	<b>1,394</b>
Colorado	167	212	268	298	35,099	<b>1,704</b>



Wisconsin	266	330	491	565	33,154	<b>807</b>
Mississippi	308	398	639	713	32,888	<b>1,188</b>
Iowa	262	306	416	444	32,856	<b>739</b>
Utah	354	491	562	577	26,755	<b>201</b>
Missouri	188	293	426	498	25,590	<b>1,069</b>
Arkansas	463	538	546	578	25,246	<b>305</b>
Nevada	234	358	677	743	24,301	<b>553</b>
Nebraska	168	141	156	159	20,425	<b>282</b>
Kentucky	159	195	211	297	17,919	<b>608</b>
Oklahoma	203	372	373	539	17,894	<b>407</b>
Kansas	128	184	271	357	17,332	<b>289</b>
Rhode Island	65	56	35	50	17,204	<b>971</b>
New Mexico	116	132	184	249	14,017	<b>527</b>
Delaware	55	64	89	136	12,462	<b>515</b>
Oregon	165	175	212	269	10,817	<b>224</b>
District of Columbia	44	40	34	40	10,642	<b>564</b>
Idaho	53	110	281	371	8,969	<b>98</b>
Puerto Rico	96	117	102	173	8,745	<b>159</b>
South Dakota	64	53	58	59	7,242	<b>98</b>
New Hampshire	37	23	29	21	5,952	<b>386</b>
North Dakota	32	28	36	51	3,971	<b>85</b>
West Virginia	26	36	50	104	3,707	<b>95</b>
Maine	28	26	40	24	3,460	<b>110</b>
Wyoming	19	24	33	32	1,740	<b>21</b>
Montana	10	19	36	51	1,371	<b>23</b>
Vermont	5	8	4	7	1,256	<b>56</b>
Alaska	15	13	27	35	1,222	<b>17</b>
Hawaii	8	13	13	24	1,094	<b>19</b>
Guam	1	5	6	6	307	<b>5</b>
Virgin Islands	0	0	2	5	122	<b>6</b>
American Samoa	0	0	0	0	0	0
Northern Marianas	0	0	0	0	31	<b>2</b>

Source: Center for Systems Science and Engineering at Johns Hopkins University

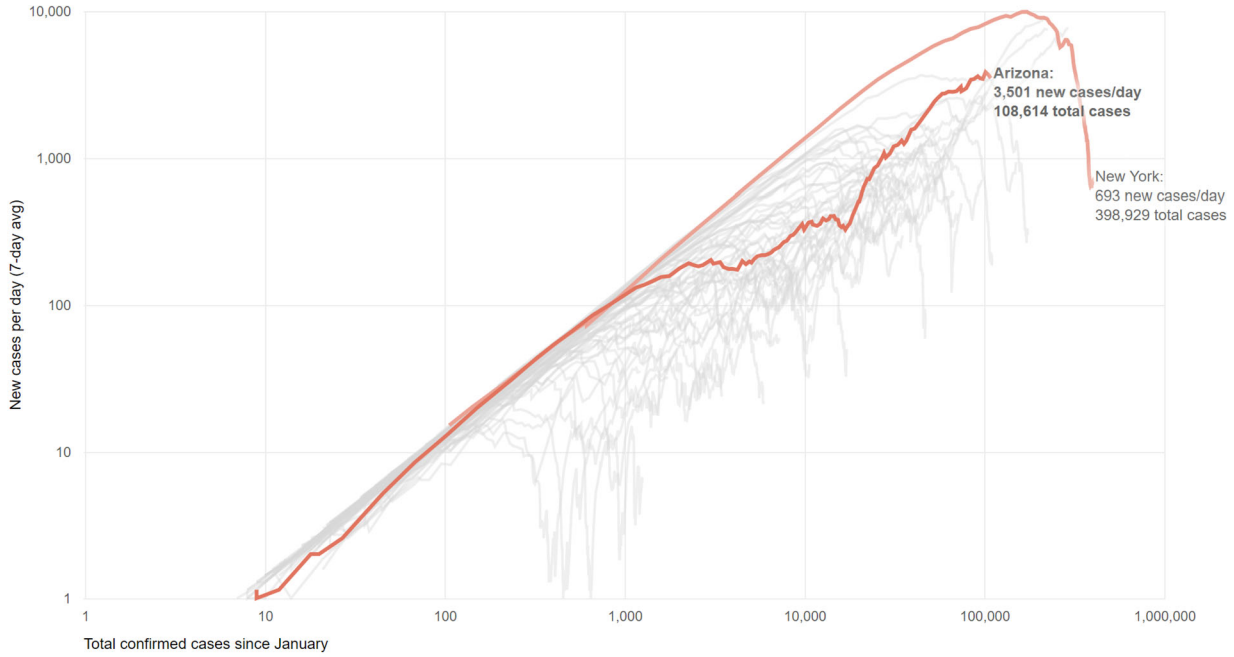
## Are New Cases Still Growing In Your State?

Click below to toggle between new total cases, total cases and per capita cases.

Data as of 11:59 p.m. ET, July 8

**NEW DAILY CASES** TOTAL CASES PER 100,000 PEOPLE

All States



### Notes

This chart uses a logarithmic scale, which is meant to emphasize rate of change and allows for the display of a wide range of numbers. Every axis line is 10 times greater than the previous one. In the "new daily cases" chart, the x-axis uses total confirmed cases on a logarithmic scale rather than date to underscore the overall size of a state's outbreak relative to its daily growth.

Source: [Center for Systems Science and Engineering at Johns Hopkins University](#)