

Program Controls and Monitoring										
TCF CENTER					Inspection, QA/QC					
Element Number	Program Element	Program Element Title	Task	Responsible Party	Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annual
2.1	1	Organizational Roles, Responsibilities, and Authorities	Lead committee meetings (help ensure GBAC programs and policies are being implemented and are successful)	Rajiv/Cedric			X			
			Update GBAC Committee spreadsheet (new committee members and their roles, and responsibilities within the committee)	Rajiv/Cedric			X			
2.2	2	Facility Commitment Statement	Ensure that roles, responsibilities, and authorities related to cleaning, disinfection and infection disease prevention are defined, documented and communicated to those who manage, perform and verify such work.	Mary Klida					X	X
2.3	3	Sustainability and Continuous Improvement	Activities associated with planning and checking within the PDCA model.	Mary Klida				X		
			Implementing the solutions suggested by the GBAC Program Committee.	Mary Klida	X					
			Facilitation of continuous improvement activities.	Mary Klida				X		
3.1	4	Conformity and Compliance	Identifying and complying with all current legal requirements associated with cleaning, disinfecting, and infectious disease prevention.	Diane				X		
			Updating all legal requirements associated with cleaning, disinfecting, and infectious disease prevention within the GBAC Procedures.	Diane			X			
			Upholding federal, state, county, industry guidelines and local legal requirements (OSHA, CDC, WHO, EPA, Local Guidance, etc.)	Diane	X					
3.2	5	Goals, Objectives and Targets	Review and confirm GBAC goals.	Rajiv/Cedric				X		
			Establishing, documenting and reassessing GBAC goals and objectives to improve its performance regarding cleaning, disinfection, and infectious disease prevention practices.	Rajiv/Cedric				X		
			Discussing how to conform the goals and objectives with its contractors and vendors.	Rajiv/Cedric				X		
			Communicating the GBAC STAR Program to relevant parties.	Rajiv/Cedric						X
			Identifying, facilitating and enhancing the cross- transfer and sharing of information as it pertains to the GBAC Star Certification and compliance with othe certifications and programs (e.g., APEX, LEED certification, etc.)	Rajiv/Cedric						X
3.3	6	Program Controls and Monitoring	Responsible for checking housekeeping audits and conducting visual inspections.	Rajiv/Cedric	X					
			Assignment of the daily task list assignment for the Service Workers and for conducting Quality Control (QC) checks throughout the day.	Rajiv/Cedric	X					

			Review of overall effectiveness monitor and control measures for the GBAC STAR Program.	Rajiv/Cedric					X		
			Review incidents and accidents within 24 hours of the occurrence. If an incident or accident is significant, they will be brought to the attention of the [designated FACILITY personnel].	Bruce Smith	X						
4.1	7	Risk Assessment and Risk Mitigation Strategies	Assess current possible biorisks	Diane/Bruce							X
			Maintaining, filling out, and reporting all documentation for the risk assessment and risk mitigation strategies.	Diane/Bruce				X			
			Maintain up-to-date information for the risk assessment within three (3) days from the beginning of the risk assessment process.	Diane/Bruce	X						
			Applicable parties to the risk assessment and risk mitigation. The applicable parties must maintain up-to-date information for the risk assessment within three (3) days from the beginning of the risk assessment process.	Diane/Bruce	X						
4.2	8	Standard Operating Procedures	Actively maintain, update, and approve of changes made to the SOPs in conjunction with the staff, management, and other applicable parties involved in the handling of the SOPs.	Debra				X			
			Document any changes to the SOPs within a week when the changes occurred and will maintain up-to-date documentation.	Debra		X					
			Follow all CDC, Federal, State, Industry, and Local guidelines that are more pertinent and exhaustive than the guidelines stated in the documented SOPs and will appropriately document these changes within a week.	Diane				X			
4.3	9	Tools and Equipment	Providing and maintaining an up-to-date tools, equipment, and lists to applicable parties used on site for cleaning, disinfection, and mitigation of the transmission of infectious disease.	Debra					X		
			Providing and maintaining appropriate tools and equipment to their employees for cleaning, disinfection, and mitigation of the transmission of infectious disease.	Debra	X						
			Responsible for evaluating existing tools and technologies as well as implementing new technologies and tools to add in the aid of increasing cleaning, disinfection, infectious disease prevention, automation, and increasing the efficacy and efficiency of said product.	Debra/Al Vasquez					X		
			Maintaining this documentation and implementation.	Debra					X		
4.4	10	Cleaning and Disinfection Chemicals	Abiding by all safety data sheets, labels, and the US Govt. EPA.	Debra	X						
			Maintain a list of all cleaning and disinfection chemicals and will make all relevant safety data sheets (SDS) and labels available to staff and other applicable parties.	Debra		X					
			Responsible for providing appropriate chemicals and disinfectants for all surfaces and objects to be cleaned.	Debra		X					
4.5	11	Inventory Control and Management	Responsible for receiving, stocking, and issuing all bulk-ordered cleaning, maintenance supplies, equipment, and tools.	Debra				X			

			Conducts vendor surveys to determine the availability of cleaning, disinfectants,	Debra			X			
			Maintains a prescribed minimum stockage level, such that when the minimum on-hand threshold is reached, a specific re-order is placed to ensure that operational levels of cleaning and maintenance supplies are always available to meet and surpass tenant and visitor's needs.	HouseKeeping Supervisors	X					
			Requesting and maintaining a detailed list of inventory for tools, equipment, supplies, chemicals, PPE, disinfectants, and other products applicable to maintaining effective and safe infectious disease prevention and control protocols.	HouseKeeping Supervisors				X		
			Review of existing chemicals, tools, and PPE with GBAC committee to ensure that any current biorisk threats (per CDC guidelines) are addressed with our existing supplies.	Debra				X		
			Maintain a contingency plan on what to do if certain PPE, cleaners, disinfectants, tools, and equipment run out and have adequate planning to ensure satisfactory amounts of products on hand.	Debra				X		
			Maintain adequate supplies not only for routine activities and will also have adequate supplies for situations where there is a need to increase cleaning and disinfection for emergency operations in terms of infectious disease.	Debra			X			
			Maintain a contingency plan that will have alternatives for primarily purchased supplies for the case that supplies will not be available due to a shortage.	Debra						X
4.6	12	Personal Protective Equipment	Train their employees to properly wear and use PPE.	Dawn Hesse	X					
			Make the PPE procedure available for employees to reference throughout their shift.	Dawn Hesse	X					
			Continuously update the PPE procedure as needed within twenty-four (24) hours of changes based on Federal, State, Industry, or Local guidelines.	Dawn Hesse	X					
			Abide by and properly wear and use PPE.	Dawn Hesse	X					
4.7	13	Waste Management	Review biohazard waste management plan to ensure compliance with local disposal requirements.	Cedric				X		
5.0	14	Personnel Training and Competency	Ensure that proper training, certifications, and competencies for the GBAC Program Committee.	Diane				X		
			Ensure proper training, certifications, and competencies for the section staff, and contracted building cleaning services.	Diane				X		
			Maintain a documented proficiency program for all cleaning, disinfection, and infectious disease prevention for work.	Debra				X		
			Have effective procedures for ensuring the competence of personnel to carry out their designated functions.	Diane			X			

			Assign team leaders to be in charge of monitoring and supervising new employees to ensure safety and competency.	Debra	X							
6.0	15	Emergency Preparedness and Response	Discuss potential infectious disease hazards and mitigation strategies.	GBAC Committee			X					
			Review Infectious Disease Cleanup and mitigation procedures.	GBAC Committee						X		
			Approve all policies, procedures, and public (media) release of information concerning any emergency situations occurring on the property.	General Manager								
7.0	16	Facility Infection Disease Prevention Practices	Periodically review the Federal, State, County, CDC, and GBAC Convention Center infectious disease prevention protocols as updates become available.	Diane				X				
			New or updated procedures will be implemented into the GBAC Elements.	GBAC Committee				X				
			Updating GBAC documentation to reflect internal processes and procedures specific to the Infection Disease prevention protocols.	GBAC Committee				X				
			Reviewing administrative and engineering controls used to mitigate the spread of	Al Vasquez				X				
			Inspecting and following up on non-compliance issues as they arise in compliance with the audit and inspection procedures.	Diane/Debra				X				
8.0	17	Worker Health Program	Review any new updates to the employee physical and mental health program. Leadership and Management will follow up with any employee concerns or request as they arise.	Diane							X	
			Keeping GBAC documentation up-to-date for any changes or additions to the employee health program.	Diane								X
			Communicating any changes or additions to the worker health program in a timely manner to all employees.	Diane	X							
			Providing and using physical and mental health tools and resources, as needed, to mitigate undue harm from infectious disease exposure of its employees.	Diane	X							
9.0	18	Audits and Inspections	Audit the GBAC Program for compliance.	Rajiv/Cedric				X				
			Provide supervision and assurance of all janitorial maintenance and cleaning	Debra	X							
			Review the Federal, State, County, Industry, CDC, and GBAC protocols as updates become available. New or updated procedures will be implemented into the GBAC Program. Audit and inspection procedures will be updated to include any new procedures to ensure compliance.	GBAC Committee				X				
			Updating GBAC documentation to reflect internal processes and procedures to include the updated list of audits and inspections.	Debra				X				
			Following the task list for all scheduled audits and inspections.	Rajiv/Cedric				X				

			Inspecting and following up on non-compliance issues as they arise in compliance with the GBAC Program internal and external audit and inspection procedures	GBAC Committee					X		
			Coordinating and following up on external GBAC Program audits, to include program review/ recertification by ISSA's GBAC STAR certification.	Rajiv/Cedric							X
10.0	19	Control of Suppliers	Testing and reviewing new products and services with applicable staff.	Cedric/Debra					X		
			Providing the final evaluation and approval for products and services specific to the cleaning, sanitizing, and infectious disease prevention program.	Cedric/Debra					X		
			Complying with the requirements set by the GBAC Procedures.	GBAC Committee	X						
			Review and provide first approval for testing of products and services, GBAC Program Committee will also ensure that all products and services are evaluated and meet GBAC program requirements, such as training, competencies, certifications (where applicable) , and use of cleaners, disinfectants, tools and equipment at the Center.	GBAC Committee					X		
			Safety training for all new products or equipment to ensure employees capable of performing assigned tasks in a safe manner.	Diane/Dawn	X						
11.0	20	Documentation Management	Implementation of this procedure and to ensure all GBAC Program documents conform to a standard format, naming, numbering, revision, identification, and date.	Mary Klida					X		
			Ensuring that those handling GBAC Program documents are aware of their roles as it applies to document control, and that appropriate personnel are trained to be proficient at locating GBAC documents.	Mary Klida				X			
			Ensuring that all stakeholders with interests in policies, procedures, work instructions, or training for a given GBAC Program process are engaged in creating the documents used to govern that process.	Mary Klida				X			