

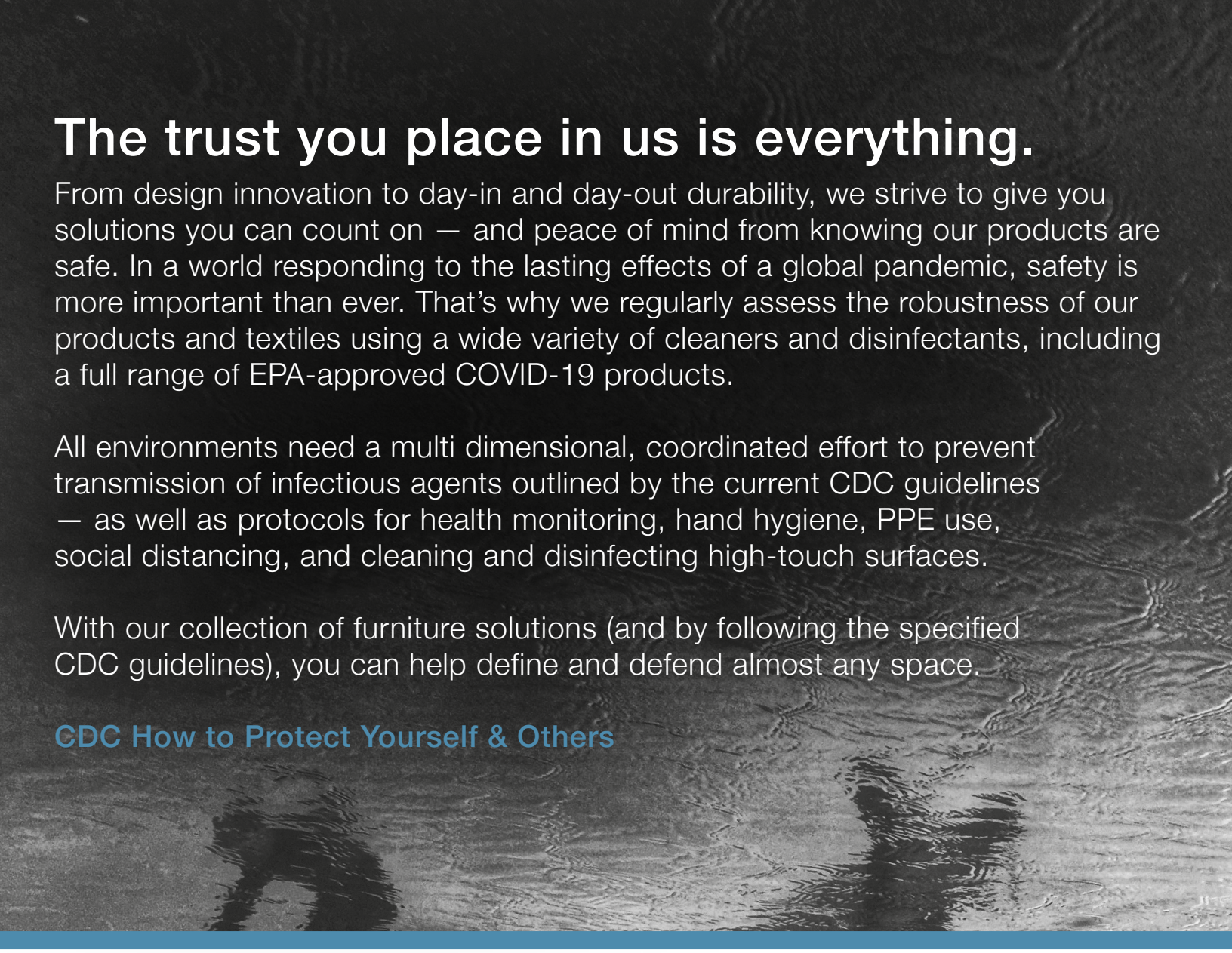
CARE AND CLEANING GUIDE

SitOnIt • Seating®

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The trust you place in us is everything.

From design innovation to day-in and day-out durability, we strive to give you solutions you can count on — and peace of mind from knowing our products are safe. In a world responding to the lasting effects of a global pandemic, safety is more important than ever. That's why we regularly assess the robustness of our products and textiles using a wide variety of cleaners and disinfectants, including a full range of EPA-approved COVID-19 products.

All environments need a multi dimensional, coordinated effort to prevent transmission of infectious agents outlined by the current CDC guidelines — as well as protocols for health monitoring, hand hygiene, PPE use, social distancing, and cleaning and disinfecting high-touch surfaces.

With our collection of furniture solutions (and by following the specified CDC guidelines), you can help define and defend almost any space.

CDC How to Protect Yourself & Others

Safety First

To ensure proper cleaning and/or disinfecting, it's important to consult with facilities or safety personnel and follow the manufacturer's instructions — including detailed dilution requirements, safe application instructions, dwell time for effective disinfecting and more.

Per CDC instructions, always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

Always read and follow the directions on the cleaner/disinfectant labels to ensure safe and effective use.

Clean + Disinfect

Cleaning and disinfecting are two distinct actions, and knowing the difference between the two can help promote safety in any space. This comprehensive, 2-step process requires cleaning before disinfecting.



CLEAN

CLEANING *REMOVES* GERMS

- The act of removing visible dirt and debris from objects or surfaces
- Cleaning works by using soap/detergent with water to remove impurities from surfaces either manually or mechanically
- Cleaning does not kill germs, but by removing them, it lowers their numbers and risk of spreading infection

Cleaning guidelines and tips:

- Start by lightly dusting with a soft, grit-free cloth or chamois (no wiping)
- After dusting, dampen cloth or chamois with a solution of mild, non-abrasive liquid soap and water
- Wipe clean and dry with a soft, grit-free cloth, sponge or chamois
- Avoid using abrasive cleaners and steel wool to prevent scratching
- Test any cleaning method or agent in an inconspicuous area of the surface



DISINFECT

DISINFECTING *KILLS* GERMS

- This process comes after a surface is cleaned
- Disinfecting kills germs on objects or surfaces with the use of chemicals
- Most common disinfectants include one of the following active ingredients: Quaternary Ammonium (Quats), Sodium Hypochlorite (Bleach), Hydrogen Peroxide, or 70% Isopropyl Alcohol
- EPA-registered disinfectants **List N: Disinfectants for Use Against SARS-CoV-2**

Disinfecting guidelines and tips:

- Follow the disinfectant manufacturer's instructions when applying the agent
- Once finished, remove all disinfecting agents from the surface with water and a grit-free cloth, then dry
- If not properly removed, disinfectant residue could degrade product life and appearance

Cleaning + Disinfecting efforts should be part of an organization's comprehensive systems-based approach to provide a safe and sustainable workspace.

Hard vs. Soft Surfaces

Hard Surface (Non-Porous)
Hard surfaces include plastics, solid surface, metals, painted surfaces, laminates, and veneers.

Always clean surfaces using cloth/sponge/chamois, water and a detergent or soap prior to disinfection.

- For disinfection, most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is **available here.**
  - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Soft Surface (Porous)
Soft surfaces include fabric and mesh.

Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

- For additional textile cleaning details and links, please see **pages 6** and **7**.





Cleaning Our Hard Surfaces

OVER 95%

The Hard Surfaces on our products

Can be cleaned/disinfected using any one of the four primary ingredients listed below*:

- Bleach (Sodium Hypochlorite)
- Hydrogen Peroxide
- Quaternary Ammonium Compounds (Quats)
- 70% Isopropyl Alcohol

Examples of hard surfaces that can be disinfected:

- Plastics (i.e. polyurethane and acrylic)
- Solid Surface
- Metals
- Painted Surfaces
- Laminate

***Exceptions:**

- Markerboard, veneer and wood surfaces

Cleaning Our Soft Surfaces

Our textiles and meshes offer a performance and cleaning story unmatched in the industry.

Our Carded Textile Program Offers:

Over 700 Bleach-Cleanable Fabrics through our SitOnIt Seating Private Label and Partnership Textile Program

700+

Mesh:

- All of our mesh materials are bleach-cleanable. This determination is supported by 3rd-party results from completing AATCC 188 Colorfastness to Bleach testing where the subject material is submersed, and friction stirred in a diluted sodium hypochlorite solution.
- Cleaning of these materials varies. For a list of our mesh spec + care guides, click here.

Seating Fabrics:

- Soft surfaces on seating can vary widely from woven, knits and leather to coated textiles such as vinyl and polyurethane. Woven and knits tend to be more permeable than vinyl or polyurethane.
- Cleaning of these materials varies. For a list of our textile spec + care guides, click here.
- For a list of bleach-cleanable materials, click here.

Screen Fabrics:

- Cleaning of these materials varies. For a list of our textile spec + care guides, click here.
- For a list of bleach-cleanable materials, click here.

Always read and follow the directions on the cleaner/disinfectant labels to ensure safe and effective use.

Soft Surfaces – Textiles

For a full listing of our private label and carded textiles, please reference the **SitOnIt Seating Textile Section.**

SitOnIt Private Label Carded Textile Site:

SitOnIt • Seating®

- Materials Spec + Care Guides

Carded Textile Partnership Sites:

ArcCom

Stinson® SEE / SAMPLE / SPEC

DESIGNTEX

green hides Leather studio

KnollTextiles

maharam

MAYER FABRICS

MOMENTUM TEXTILES

Uf Ultrafabrics®

Let's talk "Antimicrobials"

What to consider before you choose

With or without antimicrobial additives, the CDC recommends thorough cleaning and disinfecting of all surfaces to limit the spread of pathogens. While an antimicrobial additive can contribute to an overall strategy, it does not replace CDC guidelines for ensuring safer surfaces.

Antimicrobials are agents that act against microbial organisms. Antimicrobial products kill or slow the spread of microorganisms, including bacteria, viruses, protozoans, and fungi such as mold and mildew. Antimicrobial technologies used in furnishings may include chemicals additives, metal in ionic form, and nanoparticle formations.

Many organizations are resetting their overall strategy for cleaning and disinfecting protocols. And because antimicrobials can be part of a comprehensive, system-based approach for infection control, SitOnIt Seating will continue to offer a broad selection of textiles with antimicrobial properties in our standard private label and partnership programs.

As a company that innovates and inspires, we're dedicated to staying connected to the latest advancements in materials That way, our customers can rest assured they're getting the very best.

CDC Cleaning and Disinfecting Your Facility

Warranty

PRODUCT WARRANTY PERIODS

Exemplis LLC, d.b.a. SitOnIt Seating warrants to the original end user that this product will be free from defects in its materials and worksmanship when used in a single shift (standard eight-hour day, five days per week) for the following warranty periods:

Lifetime Warranty Coverage

- All SitOnIt Seating office products, except where noted below.

12-Year Warranty Coverage

- Amplify, Torsa, Wit and Novo used in multishift (24/7) applications.
- All lounge seating and tables.
- Benching, tables and height-adjustable tables with Ocala and Tensor bases.
- Monitor arms including King Cobra, Mobio and Unity series.

10-Year Warranty Coverage

- Non-Stop Heavy Duty, Freelance Bariatric and chairs purchased with a Heavy Duty (HD) or Large and Tall (LT) option used in multishift (24/7) applications.
- Benching, tables and height-adjustable tables with Prise electrical components.

Five-Year Warranty Coverage

- Fabric, foam, knit back, mesh and plastic.
- All office filing products
- EON, Current and Power Strip power components
- Standard textile dividers (not to exceed the original manufacturer's warranty), finishes, tacking surface of tack boards, and writing surface of markerboards.
- Lighting fixtures.
- High Tide keyboard trays, CPU holder and wire management accessories.

Two-Year Warranty Coverage

- Fabric and foam cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty and chairs purchased with a Heavy Duty (HD) or Large and Tall (LT) option used in multishift (24/7) applications.
- Multipurpose felt glides.
- Accessories: Half-moon pencil drawer.

One-Year Warranty Coverage

- Mouse pads and wrist rest accessories.
- Lighting power supply

Glossary

- **Bleach:** A liquid or powder used to clean. Also referred to Sodium Hypochlorite at concentrations of 5% - 6%. Diluting bleach with water at 10-parts water and 1-part bleach creates an effective and very common disinfectant recommended by the **CDC for use in disinfecting interior surfaces.**
- **Cleaning:** Using soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. (CDC)
- **Disinfecting:** Kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. (CDC) Refer to the **EPA-registered disinfectants list** for approved disinfectants against COVID-19 and other germs.
- **Dwell Time (Contact Time):** The amount of time disinfectants need to remain wet on surfaces to properly disinfect based on their label/instructions.
- **Hard Surfaces:** Nonporous materials such as laminate, veneer, plastics, glass, metal and painted surfaces.
- **Hydrogen Peroxide:** In a 3.0% solution, sometimes accelerated with acid, hydrogen peroxide can be either a low or intermediate level disinfectant, depending on the specific product formulation. Some peroxide products meet the EcoLogo product labeling requirements and may be used in green cleaning programs adopted by healthcare facilities to meet green certification requirements.
- **Hydrolysis:** The chemical breakdown of a compound due to reaction with water. For fabrics, the longer the hydrolysis period, the longer the fabric lasts when in contact with moisture, like cleaning.
- **Isopropyl Alcohol:** At 70%, it can be effective as a disinfectant. Due to its quick evaporation, alcohol is typically used on smaller surface areas, when it's convenient. For example, alcohol wipes might be in the room for minor disinfecting by staff.
- **Plastic:** A synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, acrylic, and more.
- **Quaternary Ammonium Compounds (Quats):** Believed to act by disrupting the cell membrane or viral envelope, these compounds are lethal to a wide variety of organisms. Quats are commonly used as the routine disinfectant product in healthcare applications. There are hundreds of different types of quats, and the labeling can be very specific.
- **Soft Surfaces:** Porous materials such as most fabrics and meshes.

References

- ANSI/BIFMA e3: 2019 Furniture Sustainability Standard - Document
- Antimicrobials in Hospital Furnishings: Do They Help Reduce HAIs? Ted Schettler MD, MPH – Document
- Antimicrobials Topic Fact Sheet NPIC: http://npic.orst.edu/factsheets/antimicrobials.htm
- BIFMA HCF 8.1 – 2019: Healthcare Furniture Design Guidelines for Cleanability - Document
- Center for Environmental Health: https://www.ceh.org/
- Center for Health Design: https://www.healthdesign.org/
- DesignTex Webinar: “Clean.Disinfect.Rinse.Repeat” (May 2020)
- EPA Compliance Advisory: What You Need to Know Regarding Products Making Claims to Kill the Coronavirus Causing COVID-19, https://www.epa.gov/compliance/compliance-advisory-what-you-need-know-regarding-products-making-claims-kill-coronavirus
- EPA List of Disinfectants for Use Against SARS-CoV-2: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- Greenbuild Institute (GBI) Webinar: Healthcare Operations: Implications and Actions for COVID-19 (April 2020)
- Healthcare Without Harm: https://noharm.org/
- The Center for Health Design: https://www.healthdesign.org/insights-solutions/cleaning-methods-materials-characteristics-tool
- Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission Fact Sheet: University of Washington Department of Environmental & Occupational Health Services, School of Public Health https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf
- U.S. CDC Coronavirus Disease 2019: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
- What are Antimicrobial Pesticides?: U.S Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, U.S. Government Printing Office: Washington, DC, 2010.
- Centers for Disease Control and Prevention: www.CDC.gov – Multiple Pages
- Cleaning and Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

SitOnIt • Seating®

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