

**BOARD OF COUNTY COMMISSIONERS OF
HINSDALE COUNTY, COLORADO**

**A RESOLUTION REPEALING AND REPLACING HINSDALE COUNTY POLICIES:
BOCC MEETINGS AND AGENDA POLICY, CONTRIBUTION POLICY, CREDIT
CARD POLICY, AND DEMOLITION OF ABANDONED BUILDINGS AND
MAINTENANCE OF BUILDINGS CONTAINING BIOHAZARDS RELATED TO
RODENTS POLICY**

Resolution 18, Series 2023

WHEREAS, Hinsdale County, by and through its Board of County Commissioners (“Board”) has authority to manage its operations by establishing policies; and

WHEREAS, it is the Board's goal to having consistency and fairness in setting the County's meetings and agendas and allow adequate time for review of issues before the Board, by following a written meetings and agenda policy; and

WHEREAS, it is the Board's goal to support local, non-profit community organizations and local governments with financial and in-kind service contributions; and

WHEREAS, it is the Board's goal to establish criteria for the issuance and use of credit cards by County employees, personnel, and elected officials; and

WHEREAS, it is the Board's goal to establish safe practices for employees or workers asked to perform demolition of abandoned buildings or maintenance of buildings containing biohazards related to rodents; and

WHEREAS, Hinsdale County has previously adopted the following policies:

1. Hinsdale County Commissioner Meetings Policy, March, 2013
2. Hinsdale County Agenda Policy, October 4, 2023
3. Hinsdale County Contribution Policy, November, 19, 2014
4. Hinsdale County Credit Card Policy and Procedure, January 19, 2022
5. Hinsdale County Policy for Demolition of Abandoned Buildings and Maintenance of Buildings Containing Mice or Rat Droppings, Nesting Material and/or Dead Rodents or Other Biohazards, July 22, 2015; and

WHEREAS, the Policies referenced above shall be repealed hereby and replaced by a new BOCC Meeting & Agenda Policy, Contribution Policy, Credit Card Policy, and Demolition of Abandoned Buildings and Maintenance of Buildings Containing Biohazards Related to Rodents attached hereto and incorporated herein by this reference.

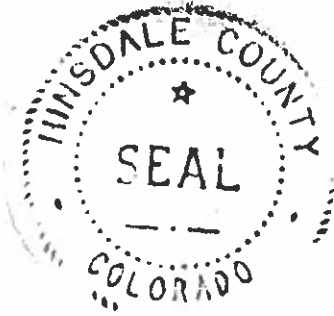
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Hinsdale County, Colorado, pursuant to the authority vested in them by law, to hereby repeal the

County Policies listed above and replace them, effective immediately, with the following County policies, copies of which are attached hereto and incorporated herein by this reference:

1. Hinsdale County Board of Commissioners Meetings and Agenda Policy
2. Hinsdale County Contribution Policy
3. Hinsdale County Credit Card Policy
4. Hinsdale County Policy for Demolition of Abandoned Buildings and Maintenance of Buildings Containing Biohazards Related to Rodents

INTRODUCED by Commissioner Kristie Gorchers seconded by

Commissioner Robert Hurd, and adopted on this 20th day of December, 2023.



BOARD OF COUNTY COMMISSIONERS
OF HINSDALE COUNTY, COLORADO

By: Greg Levine
Greg Levine, Chairperson

ATTEST:

Jean Roberts
Hinsdale County Clerk

HINSDALE COUNTY BOARD OF COMMISSIONERS

MEETINGS AND AGENDA POLICY

AUTHORITY

In accordance with CRS 30-10-302 the Board of County Commissioners may establish its own rules and regulations to govern conduct of its business.

OPEN MEETINGS LAW

The Board of County Commissioners will follow the Open Meetings statute (CRS 24-6-401, 402).

1. Regular Meetings

- A. The official meeting days of the Board of County Commissioners of Hinsdale County, Colorado, shall be the first and third Wednesday of each month, and the fifth Wednesday during months with five weeks. Meetings may be held any other time as is necessary to conduct regular County business, except when any such day falls upon a legal holiday as authorized by Hinsdale County Resolution. Meeting dates are authorized by resolution prior to the start of each year. If, for some reason, a scheduled meeting must be cancelled or rescheduled, sufficient notice will be given to the public concerning a rescheduled or canceled meeting.
- B. On regularly scheduled meeting days, or on rescheduled dates, an open discussion period for commissioners or staff begins at 8 AM. Comments may or may not have anything to do with the published agenda. A workshop will be held beginning at 8:30 AM. Topics discussed during the workshop may or may not be on the agenda for the regularly scheduled meeting time. Presentations may be made at the workshop, and discussions among the commissioners may be conducted, but no decisions, approvals or disapprovals of the subject matter will be made in workshop. Regularly scheduled monthly meetings begin at 10 AM.
- C. All such regular meetings shall be held at the Coursey Annex, 311 North Henson Street, Lake City, Colorado, unless posted otherwise. The number of regular meetings shall at a minimum meet the requirements of Section 30-10-304, C.R.S. 1973, as amended.
- D. All County Commissioners are expected to attend all regular meetings held on the days and times set forth herein and waive any objection regarding notice. Commissioners may attend meetings by teleconference, videoconference or any other electronic means allowed by law and not in violation of the open meetings laws of the state of Colorado. It shall be the responsibility of the County Administrator to make a reasonable attempt to notify all County Commissioners of

the convening of any regular meeting.

- E. Meetings will be run according to Roberts Rules of Order. The Chair of the Board of County Commissioners shall have full authority and discretion in determining the manner in which the meeting shall be conducted and will set any time limits or lawful conditions on participation he or she deems necessary under the circumstances.
- F. The Hinsdale County Clerk and Recorder will record all scheduled public meetings and prepare typed minutes for each meeting. Copies of the tapes of regular meetings and typed minutes will be available to the public upon request and appropriate charges made.

2. Workshop Rules

- A. The Hinsdale County Clerk and Recorder will record the minutes of the workshop but no minutes will be prepared.
- B. The Chair of the Board of County Commissioners shall have full authority and discretion in determining whether comments or questions from the public will be heard during workshop. Participants shall not speak until recognized. If recognized to speak, members of the public will refrain from using untruths, unverified rumor, personal insults, profanity or raised voices. Members of the public will refrain from interrupting others.

3. Special Meetings

- A. Special or emergency meetings of the Board of County Commissioners may be held at times and places other than set forth in the Board's regular meeting schedule as the Board of County Commissioners in its discretion deems necessary.
- B. Full and timely notice and in any event not less than 24 hours notice shall be given to the public of all special meetings of the Board of County Commissioners.
- C. No special meeting shall be called or held until the following procedure has been complied with by the Board:
 - 1) Setting a reasonable place and time for the meeting (CC80-195).
 - 2) Diligently taking all action necessary to reasonably and timely notify all Commissioners of the time and place of said special meeting (CCS0-195).
 - 3) Taking such further action as is reasonable to notify those persons or parties known to have a direct interest in the subject matter of the special hearing of the time and place of such meeting (CCS0-195).

4. Executive Session

- A. All regular and special meetings of the Board shall be conducted in open public session and all persons conducting themselves in orderly manner may attend any such meeting except that the Board by majority consent may elect to go in executive session from which the public shall be excluded to consider matters falling into the following categories: (CC Resolution 2-18-76)
- 1) Matters relating to personnel actions.
 - 2) Matters relating to pending or potential litigation by or against the County.
 - 3) Communication or review of opinions with or from legal counsel relating to interpretation of their official duties.
 - 4) Consideration of any other matters, documents or testimony given in confidence or which should be treated at the discretion of the Board in a confidential manner.
- B. An executive session may be called during any regular or special meetings of the Board of County Commissioners. All executive sessions shall comply with the Colorado Open Meeting Law, C.R.S. § 24-6-402, and executive sessions shall be held only in accordance with that law, and as specifically determined by the County Attorney's office.

5. Board Action

- A. No official action, decision, resolution or regulation of the Board shall be taken except at a regular meeting as set forth in Section 1 above, or special meeting pursuant to Section 3 above, and unless two commissioners are present. Two commissioners shall constitute a quorum for the conduct of official County business.

6. Chairman and Vice Chairman

- A. At the reorganization meeting held by the Board on the first BoCC meeting following the swearing-in, or on the 2nd BoCC meeting in January, the Board shall choose one of its number to serve as Chairman for the following year or until a successor is chosen, said Chairman to preside over the meetings of the Board at which he is present and to do all other acts which he is authorized to do by resolution of the Board or otherwise by law. The Board shall also choose another member to serve as Vice Chair for the following year or until a successor is chosen, said Vice Chairman to preside over the meetings of the Board in the absence of the Chairman and to execute all documents and to do all other acts which the Chairman is authorized to do by resolution of the Board or otherwise by law at any time at which the Chairman is away from the County Courthouse or is otherwise absent from any place at which

the business of the County is being conducted. (CCS0-197)

7. General Format

- A. Board Chair will call the meeting to order and open the meeting. The Vice Chair will call the meeting to order and open the meeting in the Board Chair's absence.
- B. If a Public Hearing is scheduled, the regular meeting is opened, then the regular meeting is recessed and the public hearing is opened. After any and all comments, the public hearing is closed and the regular meeting is reconvened.
- C. Public Hearings should be outlined before public comment is taken. After the Public Hearing is concluded, the general meeting will be reopened. The Clerk will also record the Public Hearing, but no minutes of the hearing will be made.
- D. The minutes of the previous month will be approved at the first meeting of the month.
- E. Other non-decision related business not on the agenda may be discussed at the end of regularly scheduled business.
- F. Monthly reports will be heard from the Commissioners, Administration, Sheriff, Road & Bridge Supervisor, EMS Director, Building Official, Emergency Manager, Coroner and Information Technology Contractor at the first meeting of each month. Reports may be added or removed from the agenda at the discretion of the Board at any time.
- G. After all business is concluded, the board will approve and pay all legitimate bills presented to the county for payment.
- H. A Resolution will be prepared and signed for all items requiring adopting a resolution. If a public hearing is required prior to signing a resolution, a notice should have been published in the designated official county newspaper in accordance with state statute, depending upon the subject being addressed, but in no case at least 10 workdays prior to the meeting where a public hearing will be held.

8. Meeting Agendas

- A. It shall be the responsibility of the County Administrator, or his or her designee, to maintain the agenda for the Board of County Commissioners and for any committees or commissions appointed by the Board. Agenda duties shall include preparing workshop agendas and agendas for regular and special meetings as well as posting agendas in accordance with Subsection B below, and scheduling and

publishing notices of public hearings. Items to be placed on the agenda will be determined by the County Administrator (or designee) in conjunction with any County Commissioner. The agenda shall include all matters scheduled for the meeting.

- B. The County Administrator shall make appropriate distribution of the agenda as directed by the applicable board and post the agenda in a conspicuous designated place within the County, as required by law. The official designated posting place for Hinsdale County meeting agendas is 311 N. Henson Street at the Coursey Annex. Hinsdale County Board of County Commissioner meeting agendas are also posted on the Hinsdale County website at least 24 hours prior to the meeting. All Hinsdale County meeting agendas are also emailed to those who have requested to be on the County's email list (Sunshine List) at least 24 hours prior to the meeting.
- C. The County Administrator, or his or her designee, shall schedule agenda items upon request in accordance with guidelines below, whenever it is possible to do so. It shall be the duty of all members of the Board and staff to cooperate with the Administrator, or his or her designee, in scheduling these agenda items. Items should be scheduled, if possible, by 5:00 p.m., five (5) business days prior to the meeting. Notwithstanding the foregoing, all agenda items must be posted and available to the public no later than 24 hours prior to the start of the meeting or public hearing, in accordance with the following guidelines:
 - 1) *Time considerations:* At the discretion of the Board or the County Administrator, items requiring more than one hour of time may be placed on a work session agenda or placed on a special meeting agenda, depending upon whether and how soon action is needed. Items that the Board deems to require action before the next regularly scheduled meeting of the Board shall be placed on a special agenda at the discretion of the Board or the County Administrator.
 - 2) *Public Hearings:* Public hearings may be scheduled at the beginning of a regular meeting, or at any other time as determined by the Board of County Commissioners in consultation with the County Administrator.
 - 3) *Discussion items:* Contracts, resolutions and other items are included on a regular meeting agenda on a first come, first served basis and scheduled for the convenience of the participants whenever possible, but subject to the discretion of the Board and/or the County Administrator.
- D. Any documents to be included in the BOCC meeting packet for review and consideration should be provided to the County Administrator at the time of scheduling, or no later than the Thursday prior to the meeting. Although late packet copies are sometimes accepted, there is no guarantee they will be put in the packets

in time for advance review by the Commissioners.

- E. If a resolution is needed, draft resolutions should be provided at the time of the request to place the resolution on the agenda. Those who need assistance in drafting an appropriate resolution or in determining whether a resolution is required should obtain assistance from the County Administrator. The County Administrator or County Commissioners may make changes to draft resolutions at their discretion or in accordance with the advice of the County Attorney.

9. Agenda Planning

- A. To accomplish its stated mission, vision, goals and objectives, the Board of County Commissioners shall follow an annual calendar, which contains those items that recur from year to year. This calendar will be prepared by the Administrator and approved by BOCC resolution in December of each year. The calendar may contain some or all of the following, subject to the discretion of the Board and/or the County Administrator:
 - 1) BOCC Meeting Dates
 - 2) Governance Training Opportunities (CCI; AACA; others)
 - 3) Budget Workshops
 - 4) Board of Equalization Hearings
 - 5) Board of Zoning Adjustment meetings
 - 6) Any other items that may be useful to the Commissioners in performing their work.

HINSDALE COUNTY BOARD OF COMMISSIONERS MEETINGS AND AGENDA POLICY

Meeting Types

Types	Date	Time	Purpose	Public/Participation
Open discussion	1st & 3rd Wednesday of each month; 5 th Wednesday on months with five weeks	*8 a.m.	For Commissioners and Administrator to Review Mail, discuss agenda items and other County business and prepare for the upcoming meeting.	Posted and Open to the Public. Public participation allowed at the discretion of the Board of County Commissioners (“Board”).
Workshops	1st & 3rd Wednesday of each month; 5 th Wednesday on months with five weeks	*8:30 a.m.	To discuss agenda items, items not yet ready for decision, and any other workshop appropriate issues at the discretion of the Board. No formal decisions will be made at workshops.	Posted and open to the public.
Regular Public Meetings	1st & 3rd Wednesday of each month; 5 th Wednesday on months with five weeks	*10 a.m.	To receive departmental reports and conduct County business with the goal of reaching decisions on action items on that day's agenda.	Posted and Open to the Public.
Special Meetings	As Needed	As Posted	To conduct emergency business or business of a nature that is not suitable for inclusion in a regular meeting or workshop.	Posted and Open to the Public.

Public Hearings	As needed	As Posted according to state statute	To gather information and opinions from the public concerning matters currently before the Board for decision, either at the discretion of the Commissioners or as required by law or statute.	Posted and Open to the Public and often held prior to or as part of a Regular or Special Meeting of the Board of County Commissioners. Public participation is encouraged. Note that once a public hearing is closed, the public's participation on the issue ceases, except at the discretion of the Board of County Commissioners.

HINSDALE COUNTY CONTRIBUTION POLICY

PURPOSE: The purpose of the Hinsdale County Contribution Policy is to recognize Hinsdale County's social responsibility to support local, nonprofit community organizations and local governments by providing financial contributions or in-kind services.

CONTRIBUTIONS: Hinsdale County supports local organizations through two means of contributions - monetary contributions and in-kind donations.

1. Contributions are donations from Hinsdale County to nonprofit organizations with IRS 501(c) (3) status or local governments. These contributions will be used for services that have a direct benefit to Hinsdale County or that have a verifiable economic benefit to Hinsdale County.
2. In-kind donations of equipment, facilities, technical resources, staff and volunteers are made when possible. All requests for in-kind contributions will be evaluated on Hinsdale County's availability of material resources and manpower. In-kind donations will be used for services that have a direct benefit to Hinsdale County or that have a verifiable economic benefit to Hinsdale County.

PRIORITIES:

1. Consideration of the health, safety and welfare of Hinsdale County citizens in all decision-making.
2. Financial stability of the county will be a major factor in determining the level of resources that Hinsdale County can devote to contributions.

ELIGIBILITY: Organizations that the IRS has granted 501(c) (3) tax exempt status as well as local governments are eligible to receive contributions and in-kind donations. Hinsdale County funds organizations that demonstrate competence, effectiveness and sound management practices. Priority will be given to organizations seeking funds and services from Hinsdale County which provide information on how project success will be evaluated or measured.

RESTRICTIONS: Hinsdale County does not provide funding or monetary donations for the following:

1. Political parties, candidates or lobbying activities.
2. Organizations and programs that may involve a potential conflict of interest for Hinsdale County.
3. Organizations where there is a direct monetary benefit paid to any employees or elected officials of Hinsdale County including raffle ticket purchases.
4. Endowment campaigns.
5. Religious organizations.
6. Any organization that discriminates for any reason, including race, religion, creed, age, sex, sexual orientation and national origin.

APPLICATION PROCEDURE: All contribution requests must be made in writing on official letterhead by September 15th of each year. Proposals for funding must be concise and contain the following:

1. Organization name, address and name of executive director or president.
2. Contact person, title, telephone number and email address.
3. Monetary amount, services, or donations requested.
4. Brief description of organization's mission.
5. Brief description of the purpose for funds, donations or services requested and how the funds will be used.
6. Non-profit organizations must submit an IRS letter confirming tax exempt status 501(c)(3).
7. Entities receiving contributions in the previous year must submit a written report on how the contribution was used.

AWARD: Hinsdale County may award the entire amount, any portion of the amount or none of the funds requested.

All requests, including the financial information provided, are public records upon submission to Hinsdale County and are subject to public inspection upon request.

Request letters should be mailed or emailed to the attention of the Hinsdale County Administrator, PO Box 277, Lake City, CO 81235, administrator@hinsdalecountycolorado.us. Please allow four to six weeks for processing contribution requests. All proposals will be mailed a written response after the Contributions Committee has reached a decision.

HINSDALE COUNTY CREDIT CARD POLICY

SUBJECT: Issue of Credit Cards for Use in the Performance of Official County Business

PURPOSE: To establish criteria for the issuance and use by County employees and elected officials of bank credit, on behalf of the County in the course of performing official County business.

BACKGROUND: The Board recognizes that the issuance and use of credit cards by specified County elected officials and employees is required for the expenditure of funds in the course of performing functions in County government. The use of credit cards is beneficial to the taxpayer, and enables the County to be more effective, more efficient, and more accountable to the public. It provides detailed purchase histories and other important record-keeping and time-saving information. Federal, state and other county governments are wisely using credit cards to reduce paperwork and other costs related to financial management. Local governments and virtually all private enterprises are implementing similar uses, and the County should reap the benefits of this technology.

PROCEDURES:

1. **Bank Credit Cards:** Bank Business Credit Cards will be issued to all County Elected Officials, Department Heads and the County Attorney upon request. An Elected Official or other supervisor may request, in writing to the County Finance Director, that a credit card be issued to their individual employees.
2. The County Finance Director will be responsible for negotiating with various banking institutions to contract for credit cards and will have approval authority for credit card issuance.
3. Each credit card will have a \$2,000 or higher expenditure limit. If the limit is exceeded, the individual will be responsible for payment of any penalties or fees because of the overcharge, unless necessary arrangements were made before the excess expenditure. In some circumstances, a credit limit may be temporarily increased to accommodate certain transactions. This must be approved by the County Finance Director.

GUIDELINES FOR USE

1. The individual to whom a card is issued is responsible for its proper use and will sign a statement to that effect prior to release of the card for use. (ATTACHED)
2. The County Finance Director will be responsible for verifying reconciliation of all card usage and charges pursuant to this policy and the County's travel policy.
3. Cards are to be used for approved, official business only and for expenses within the approved fiscal year budget.
4. The County recognizes that occasionally it will be good business for a County Official to buy meals when working with existing or potential contracted agencies or other individuals, such as potential business investors, agencies that might purchase County services, or while meeting with other county, state or federal agencies. Such use of the credit card is recognized to be a legitimate expense of the County, whether used locally or while traveling.
5. Credit cards may be used to purchase equipment, supplies and services in lieu of the normal purchasing procedures of the County.

6. Personal use of credit cards is strictly prohibited. In the event that personal charges, which cannot be conveniently separated from appropriate County charges, are placed on a County Credit Card, such charges must be reported to the County on the monthly reconciliation report and reimbursed to the County immediately.

RECONCILIATION:

1. Credit card activity must be reconciled with the County Finance Office on a monthly basis.
2. The Cardholder will submit receipts and/or documentation describing and appropriately coding each transaction as soon as possible, but not later than the end of the credit card billing period. In the event of a lost or missing receipt, the cardholder must complete a statement explaining the absence of the documentation and confirming that the expenses were legitimately incurred in the conduct of County business. Receipts are required for audit purposes.

CANCELLATION OF CARDS:

1. Any card which appears to be misused or abused, will be investigated by the County Finance Director in coordination with the card holder's supervisor. If it is determined that an inappropriate use of the card has been made, the card will be withdrawn and necessary disciplinary, civil or criminal action will be recommended to the Board of County Commissioners.
2. Prior to departure from elected office or employment with the County, cardholders will turn over any cards held to the Finance Director for cancellation and destruction.
3. The County Administrator will ensure appropriate disciplinary action is taken for misuse of credit cards as provided in the County's Personnel Policy. In the event such misuse is by an elected official, the County Administrator is hereby required to notify all members of the Board of County Commissioners in writing, who may then take any action authorized by the Colorado Revised Statutes.

ALCOHOLIC BEVERAGES: No purchase of alcoholic beverages may be charged to any County credit card.

CURRENTLY ISSUED CARDS: Cards currently in the possession of previously approved recipients are still valid.

APPLICABILITY: This policy shall apply to all County Elected Officials, Department Heads and employees. Currently issued bank credit cards will remain in effect.

EFFECTIVE DATE: This policy may be reviewed annually and is in effect until cancelled or amended by the Board of County Commissioners.

RESPONSIBLE PARTY: County Administrator/County Finance Director.

Acknowledgement of Receipt of a Hinsdale County Credit Card

I acknowledge receipt of Hinsdale County Bank Credit Card Number _____.

I understand that there is a \$2,000 or higher credit limit on the card if necessary. If I exceed the credit limit, I will be responsible for any additional fees that may be imposed by the bank issuing the card.

I understand that the card can only be used for the purchase of equipment, supplies, room, food or other services in the performance of official County business and only if funding is available within the current approved fiscal year budget of the County to cover the necessary cost.

I understand that NO purchase of alcoholic beverages may be charged to any County credit card.

I understand that I must provide the originals of all credit card receipts to the Finance Office as soon as possible, but not later than the end of the card billing period.

I understand that I must report loss of the card immediately to the bank of issue and the County Finance Office.

I understand that I may lose the privilege of having the use of a County credit card if I use it improperly or not within the guidelines of the County Credit Card Policy.

I understand that when I leave employment with the County, I must turn in the credit card to the County Finance Office.

Printed Name Date

Signature

Hinsdale County Policy for Demolition of Abandoned Buildings and Maintenance of Buildings Containing Biohazards Related to Rodents

Demolition of abandoned buildings and maintenance of buildings containing mice or rat droppings, nesting material and/or dead rodents involves the disruption of mice habitat, which has the potential of harboring the hantavirus, a causative agent of HPS (Hantavirus Pulmonary Syndrome).

HPS is usually contracted by breathing in the hantavirus when rodent urine and droppings that contain a hantavirus are stirred up into the air. People can also become infected when they touch mouse or rat urine, droppings, or nesting materials that contain the virus and then touch their eyes, nose or mouth. They can also get the virus from a mouse or rat bite.

To prevent possible hantavirus contamination, workers who are hired specifically to perform the cleanup or are asked to do so as part of their work activities, and volunteers used to perform the cleanup, will spray down buildings targeted for demolition or maintenance prior to initiating these activities with a concentrated chlorine solution (50/50 bleach/water). This solution is known to be effective in killing the virus. The concentrated spray should be directed at groupings of mice feces and urine areas and left on for five minutes before being disturbed.

Before cleaning closed sheds and other outbuildings, ventilate the building by opening doors and windows for at least 30 minutes. Use cross ventilation if possible.

Precautions against producing dust will be taken in areas where there is a high possibility of liberating hantavirus into the air. Dust filtering face masks and plastic, latex, nitrile or rubber gloves will be worn during the demolition of abandoned buildings or maintenance of buildings containing mice or rat droppings, nesting material and/or dead rodents. In substantially dirty or dusty environments, additional protective clothing or equipment may be worn. Such equipment might include coveralls, (disposable when possible), rubber boots or disposable shoe covers, safety glasses or goggles, or an air-purifying respirator.

Mouse or rat urine, droppings, or nests should never be swept or vacuumed up. This will cause the virus particles to go into the air, where they can be breathed in. The droppings should be wiped up with a paper towel and the paper towel should be disposed of in a trash receptacle. Chlorine saturated dead rodents and nesting material should be picked up with a paper towel, double bagged and disposed of in a trash receptacle.

Gloved hands should be sprayed with the bleach solution before taking them off and hands should be washed with soap and warm water after removing gloves. Clothing worn during the cleanup should be washed as soon as possible with a chlorine or disinfectant solution.