

Covid-19 Cleaning Policy

This Policy determines the Safety and Hygiene measures taken in accordance with Government guidelines to minimise the risk of spreading the virus to both occupants and staff.

This document outlines the cleaning procedure applied to both serviced and departure flats with immediate effect.

Staff PPE

All staff are provided with the following PPE in order to work safely

- Disposable Gloves
- Disposable Mask
- Disposable Aprons
- Disposable Shoe Covers
- Hand Sanitiser

This kit is to be changed for each apartment serviced.

Staff are trained on additional COSSH products with data sheets provided.

The Residence

Tools and Products

TOOLS

Mop and Bucket

All mop heads washed at 90 degrees. Each mop head is used once per flat

Hoover

Head is treated with disinfectant spray prior to use for each flat

Cleaning Cloths

Laundered at 90 degrees and fresh for each service

Disposable Sponges

New for each service

Electrostatic disinfecting gun

Spray treatment carried out on all counter tops and ledges with 2 week retention

Disinfectant wipes

Used and disposed per room

KEY PRODUCTS

- **Mould Spray**
- **Oven Cleaner**
- **Bleach**
- **Disinfectant Spray**
- **Floor Disinfectant**
- **Antibacterial Spray**
- **Disposable disinfectant wipes**

Linen and Garbage

All used linen and garbage is removed from the flat before cleaning service begins.

All fresh linen is prepared outside of the apartment and not brought in until cleaning service of bedrooms has been completed.

Public Areas

On a daily basis (Monday to Friday)

All door handles, banisters, lifts and front doors are wiped down daily with disinfectant wipes.

Spray gun treatment is applied on a weekly basis.

The Residence

How the apartment is cleaned

Windows are opened when cleaning apartments and occupants will be asked to relocate to different rooms within the flat whilst the service is carried out, to avoid contact with cleaning staff.

• Kitchen

Kitchen counter tops, cupboard handles and surrounding kitchen cabinets are cleaned using Multi surface cleaner and disinfected with disinfectant spray to finish. After hoovering, floors are mopped using a disinfectant floor cleaner.

• Bathroom

Bleach is used and left to sit in toilet bowl while disinfectant spray is used to clean seat and surrounding toilet area. The toilet is finished by brushing the bowl clean and flushing. Cleaner is used to ensure toilet is free from chemicals and dry, with particular attention to toilet handles and seat/lid. Bath tubs, sinks, showers and all functional taps are cleaned using Multi surface cleaner and finished with disinfectant spray. Floors once hoovered are mopped using a disinfectant floor cleaner.

• Living Space

All surface areas are cleaned with Multi cleaner and finished with disinfectant spray. Floors are hoovered and mopped with disinfectant floor cleaner. If the ground is carpeted, the floor will be hoovered only.

• Bedrooms

As per entry process, all linens are removed upon entry. All surface areas are cleaned with Multi surface cleaner and finished with disinfectant spray. Clean linen is distributed. Floors are hoovered and mopped with disinfectant floor cleaner. If the ground is carpeted, the floor will be hoovered only.

• Hallways

Floors are hoovered and mopped with disinfectant floor cleaner. If the ground is carpeted, the floor will be hoovered only.

On completion of cleaning service, all light switches and door handles are cleaned with disposable disinfectant wipes. This includes wiping key areas of entry to flat.

• *Front door and lock*

• *Letter box*

• *Doorbell*

The Residence