

# 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.*

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

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## 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.*

# 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.*



# 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

