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| **(Business Name) – COVID-19 CARE POLICIES AND PROCEDURES** |
| **Subject:  COVID-19 General Housekeeping** | **SOP CODE:** |
| **Division:  Housekeeping Attendant / Office Cleaner** |  |
| **Standard:** To maintain HIGHEST level of hygiene and sterilisation  |
| **Policy:*** **Prevent COVID-19 Infection Risk**
* All housekeepers to wear masks, screens and gloves and practice social distancing
* Housekeepers are to clean all Store/Showroom/Workshop common areas, whilst maintaining social distancing as appropriate
* To achieve this, a cleaning roster would be best to implement
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| **Procedure to clean all common areas:*** Change gloves when moving from cleaning one area to another
* Fill a bucket with warm water diluted with bleach and Handy Andy
* After wiping all areas clean, spray with sanitiser
* Use a new cloth for each area and either use disposable cloths to clean with or wash at high temperature in washing machine (advise disposable cloths)
* Use a fleece cloth to wipe all the doors inside the bathroom, including the toilet doors, spray with sanitiser
* Wipe all cupboards inside and outside, spray with sanitiser
* Wipe all the walls, spray with sanitiser
* Wipe the sanitary bins using a wet cloth, spray with sanitiser (arrange with sanitary bin collector to come daily to empty or discuss alternate arrangements)
* Ensure sufficient toilet paper supply
* Pour the toilet cleaner or bleach directly inside the toilet, use the toilet brush to scrub, spray the brush with sanitiser and store away from public
* Wipe the toilet bowl all around with a wet cloth, then flush, spray with sanitiser
* Ensure the toilet lid is closed at all times
* Wipe all mirrors with clean wet cloth and repeat on top with the dry cloth to shine the mirrors, spray with sanitiser
* Wipe the basins, taps inside counters and outside counters using the wet cloth, spray with sanitiser
* Then repeat again on taps with a dry cloth to shine the taps including the silver lid inside the basin
* Steam mops are HIGHLY recommended as the microfibre cloth covers can be washed in a washing machine after each use and have replacement on hand (repeat steam mopping twice daily)
* Not at any point should there be dirty dishes inside the kitchen sink or any dishes drying on any drying racks; remove drying racks as dishes must be used, washed and packed away immediately; nothing to be left lying around the kitchen area at any point
* Kitchen towels must always be clean and stored in a sterile bag; use once only and put in the laundry, alternatively use disposable towels
* Dirty laundry should always be packed away in a sealed and sanitised bag ready to be loaded in the machine or sent to the laundry
* Laundry must go from the machine to be tumbled dried and straight into a sterile bag and labelled; do not handle laundry or leave it lying around to dry
* Inside and outside of washing machine and tumble dryer to be sanitised before and after each load

**To be checked regularly throughout the day (minimum every hour)*** Always make sure that all toilets are clean, smell fresh, toilet lids closed and sanitise
* Check all basins to ensure clean, no soap residue from the dispensers and sanitise
* Empty all dustbins and sanitise after emptying
* Check there is sufficient toilet paper
* No towels are to be used during the pandemic, only paper towels

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| Date SOP issued: | Staff Signature: |
| Date SOP trained: | Staff Signature: |