|  |  |
| --- | --- |
| **(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 | |
| **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 | |
| Date SOP issued: | Staff Signature: |
| Date SOP trained: | Staff Signature: |