



Easy Hands International Ltd  
Supplier of Temporary & Permanent Staff

# Housekeeping Covid-19 Guidelines

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## Introduction

We have designed the standards, controls and tools to provide an industry-wide approach with a clear-cut process, in line with Government guidelines, for all our housekeepers and accommodation professionals.

Hospitality sector it is aimed to give both consumers and the industry a set of procedures and assurances, supporting the transition back to normal levels of occupancy.

Areas of focus are: Cleaning & Hygiene, Rooms, Back of House and Public Areas.

We truly hope you will find these details supportive.

## Government Guidance

According to gov.uk the virus can live for up to **72 hours** on most Surfaces.

The risk of infection depends on many factors, including:

- The type of surfaces contaminated
- The amount of virus shed from the individual
- The time the individual spent in the setting
- The time since the individual was last in the setting

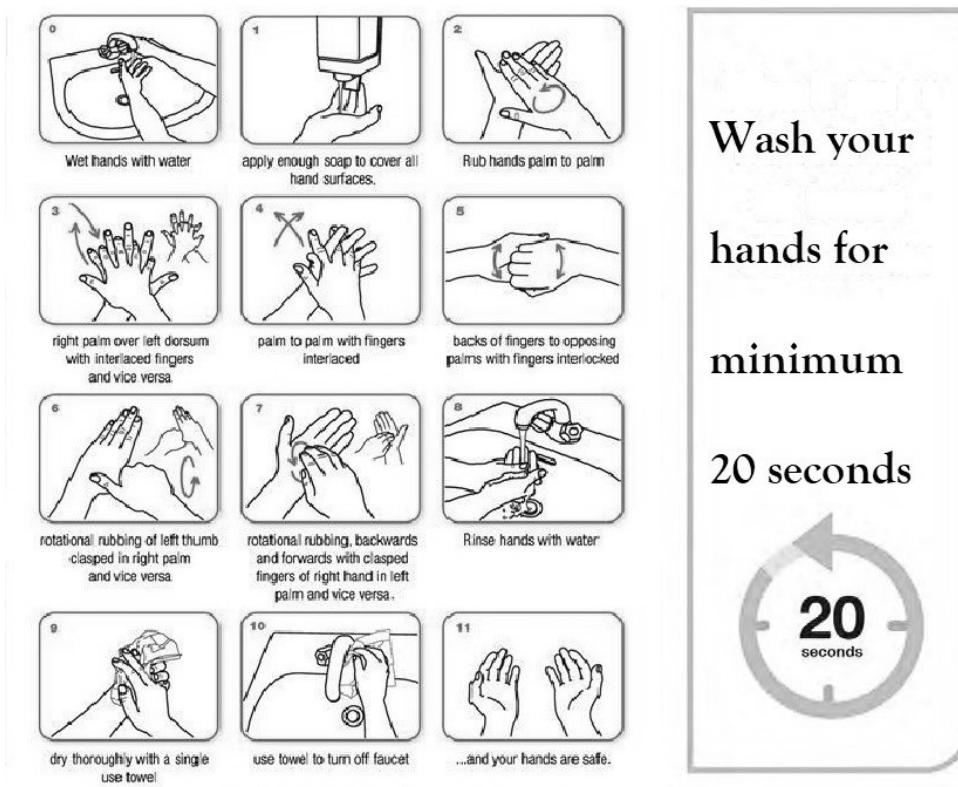
The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not clear yet, at what point there is no risk. Studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

## COVID-19: cleaning in non-healthcare settings

What you need to know:

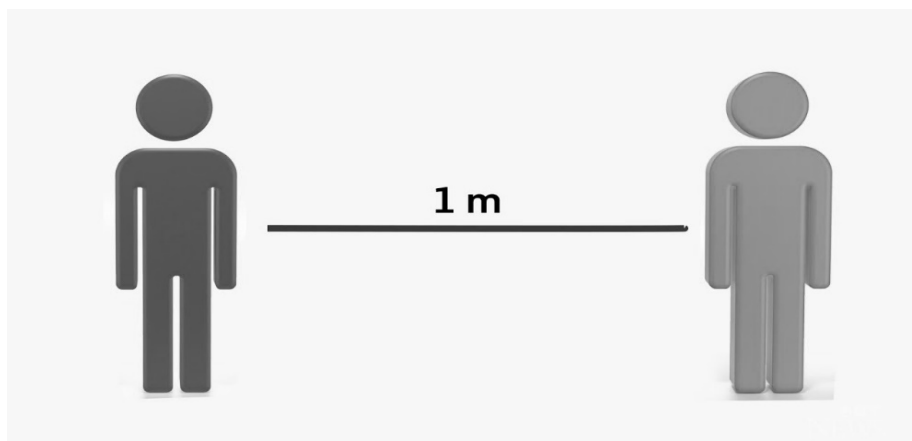
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning. These should be disposed of as per hotel procedure. We recommend storing it securely for 72 hours and then throwing it away with the regular rubbish.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, after removing gloves, aprons and other protection used while cleaning.

## Washing hands



## Social distancing

Current government guidance to prevent the spread of the disease is to stay 1 meter apart.





## Gloves removal

**Gloves removal procedure:** Using the dominant hand, users start by grabbing the outside of the glove on the non-dominant hand on the palm side near the cuff. Then, pull the glove off the non-dominant hand and place it in the gloved hand, balling it up. Next, slip two fingers under the cuff of the other glove and carefully peel it off the hand without touching the wrist, turning the remaining glove inside out as it is removed and in turn encasing the first glove. The gloves can then be disposed.

## How to use a mask



**MASKS SHOULD BE CHANGED EVERY 4 HOURS!**

# KEY TOUCHPOINTS

## Guestrooms



## Rooms Standards

	Area	Cleaning Protocol
1	Entrance doors	Using suitable sanitization/disinfectant chemical ensure doors and frames on both sides are cleaned paying extra attention to touchpoints i.e. handles.
2	Light switches and control panels	Using a clean cloth and disinfecting chemical wipe all lights, lamps, switches, and control panels. Paying extra attention to touchpoints such as safe doors, handles and keypads.
3	Handles, knobs and switches	Sanitize by wiping all doors inside and out, wardrobe shelving doors inside and out. Paying extra attention to high touchpoint areas - drawers, handles and knobs. Consider using an alternative chemical with higher concentration.
4	Ventilation	Where possible windows should be opened when entering a room to allow for fresh air to flow. Consider usage of the ozone machine 15 minutes prior to clean a room. Check A/C unit is functioning correctly and where possible Hoover filter to remove any dust particles.
5	Telephones, remote controls, and clocks	Sanitize by wiping all items using a clean cloth. Due to the high touchpoint items extra attention to be paid to buttons, edges and grooves of each item. Consider the use of wipes with higher alcohol content.
6	Hard surfaces	Polish all tables, desks, cabinets, and credenzas. Sanitize all items paying extra attention to arms, legs, backs and edges and grooves.
7	Amenities	Sanitise all items to ensure cleanliness e.g. hairdryer. Consider the sanitise - clean - sanitise process for amenities that have high touch point value. Pay extra attention to sanitizing the handle and nozzle and any attachable parts.
8	Wardrobe	Sanitise by using chemical and clean cloth and wipe all wardrobe items - hangers, shoe brush, shoehorn, doors, and walls. Pay extra attention to all areas of the hangers as these would be a high touchpoint item. Consider the type of hangers used based on the ease of sanitization.
9	Tea & Coffee facilities	Remove all items, sanitise by wiping, washing all holders. The kettle, spoons, and cups all to be cleaned thoroughly. If using coffee machines pay attention to all touchpoints. Consider using sanitizing wipes. It is important to leave machine with the water container empty.
10	Bed	Prepare bed in accordance to hotel standard. All linen items to be cleaned and washed in a water temp of 70 C - 75C with chemical to kill all bacteria. Consult your laundry machinery manufacturer and gain advice on machine temperatures and chemical dosage settings for best results. All duvets, pillows dry cleaned regularly and during the fallow phase.

11	Windows	Check and sanitise windows i.e. handles. Sanitise with suitable chemical.
12	Mini Bar	Consider removing mini bar from the room. Check and sanitise mini bars doors, handles, shelving. Remove and sanitise all items in mini bar after each guest stay.
13	Carpet	When vacuuming carpets pay extra attention to all edges and under furniture to achieve a high level of cleanliness.
14	Bathroom	Sanitise and clean bathroom areas in accordance to hotel standards. Sanitise all touchpoints areas toilet handles and seats, toilet flushes, taps, shower door, shower controls.
15	Bathroom Amenities	Sanitise all touchpoint items using a clean cloth, hot water and chemical. Clean all trays, bottles, glasses, tissue cover.
16	Towells	Ensure all towelling items are clean and in good condition as per hotel standard. Seek advice from laundry processor, inhouse laundry to ensure all items are processed in water temp of 70 C - 75 C for best results.

## Confirmed Covid-19 infected room protocol

- Ensure the affected room is put into out of order status in system for a period of 72 hours. Double lock the room and allow NO ACCESS this will mean the virus present lifespan will cease to be a threat.
- Ventilate room - open all windows.
- Prepare prior to entering the room by getting all PPE on i.e. gloves, mask, shield mask
- Prepare required tools: refuse bags, chemicals.
- Strip and bag up all bedding linen items, tying the bag tightly at top. Dispose of items as per hotel procedure.
- Remove all throws, table covers, cushions, duvets, pillows, protectors - bag up into hazard bags.
- Gather all rubbish into a refuse bag and tie tightly at top. Follow company procedure for disposal of bodily fluids.
- Bag up all towel's items into a hazard bag and ensure items are cleaned on a temperature of 70 C - 75 C.
- Place a fogging machine into the room to disinfect all surfaces, fabrics. Leave room for this process.
- Proceed to steam the room - all items of soft furnishings, carpet, bed, headboards, bathrooms, hard surfaces.
- Proceed to clean the room disinfect / sanitise the room using viral killing chemical.

## PPE – Personal Protection Equipment

- PPE should be worn in accordance to the Government guidelines. Gloves, masks, aprons, and shields.
- Consider the use of goggles in rooms with confirmed Covid-19 case if shields are not available.
- Be aware of cross contamination and the importance of correct use of PPE.
- If not using a single use PPE consider how to reduce cross contamination between the rooms.

### Additional safeguarding tips

- Check the levels of confidence of your team members daily. Check their level of understanding of the guidance.
- Signpost clearly the route around the hotel to allow for 1 meter apart at all time.
- Consider opening the wardrobe to air prior to cleaning.
- Report any issues with each room A/C unit to Engineering to fix prior to room being allocated to another guest. Consider engineering planned preventative maintenance and increasing the frequency of filter replacements.
- During the cleaning process check that all items are working correctly for next guest to use. Consider placing the sanitized remote controls into a cover. The cover could be removable and for single use.
- When cleaning all areas check for any damage and report to Engineering to be fixed to prevent bacteria build up in any areas.
- Ensure all electrical items are functioning correctly. Consider sanitizing prior to any engineering activities as well as after.
- Consider removing amenities like slippers to reduce the potential of cross contamination.
- Replacing china items for disposable cups, stirrers in bedroom and bathrooms.
- Consider removing the option of evening turndown service to limit contact in rooms.
- Consider the removal from rooms of items like bed throws, dress cushions from bed and spares items in wardrobes and have on request.
- Consider removing items from Mini bars and have on request only for guests.
- Removing high touch point items from guest rooms e.g. magazines, books and note pads and pens/pencils. Look at option of loading guest directories content onto TV in room.
- Consider replacing all vacuum bags more frequently.
- Steam carpet with an increased frequency comparing to before.
- Consider the removal of toilet brushes from guest rooms.
- Removing glasses and use disposable sealed tumblers.
- Removing tissue covers and have individual tissue packs for guests use.
- Having any spare toilet paper in seal bag or on request.

- Supplying single use toiletries not dispensers.
- Review how any items placed in as standard and look to reduce for single occupancy.
- Placing a tent card in room informing the guest the room has been deeply sanitized/disinfected for their comfort.
- Leaving each room vacant for 24-72 hours to allow for sanitization/disinfection process to take place.
- Placing a card on door to inform guests that cleaning is taking place and not to enter this means the room attendant will be alone in the room reducing threat.
- Asking guests on check in if they will require daily service and a suitable time to clean their room when they will be out.
- Letting every other room to adhere to social distancing for both guests and team members on corridors.
- Investing in a room "Fogging" machine to disinfect all areas prior to cleaning room.
- Purchasing UV lights for all supervisors checking rooms to help check all areas of the room is cleaned correctly.

#### Stay over rooms

- Consider offering a choice to guests if they would like the cleaning service whilst staying in the room.
- If the cleaning service is requested, it is advisable to leave the room empty for 3 hours and use an ozone machine before the service and after the service.

#### Chemicals

- It is recommended to use antiviral disinfectant and to upgrade to a healthcare grade disinfectant.

## Public Areas Standards

	Area	Cleaning Protocol
1	Entrance doors	Special attention to be paid to handles, glass, and finger plates. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth.
2	Reception / Concierge desk	The key areas to focus on are countertop, desk, handles, keyboards, printer keyboards, phone. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Place paper in a sealed plastic bag for disposal. Consider using disinfectant wipes with shorter drying time. Conduct the cleaning protocol every 4 hours and sanitise the counter after every guest.
3	Concierge luggage delivery	The key areas to focus on are luggage trolley, shelves, countertop, desk, handles, keyboards, printer keyboards, phone. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Consider using disinfectant wipes with shorter drying time. Conduct the cleaning protocol every 4 hours and Sanitise the counter after every guest.
4	Guest lifts	Special focus on call buttons inside and out. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Carefully consider the lift protocols and have clear signage explaining the social distancing measures. Consider having a team member solely dedicated to sanitise the lifts and supervise that lift protocols are followed.
5	Lounge	The key areas to focus on are armchair armrests, coffee machine, furniture handles, lamp switches, counter tops, tabletops, phone and keyboard. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth.
6	Business centre	The key areas to focus on are armchair armrests, coffee machine, furniture handles, lamp switches, counter tops, tabletops, phone and keyboard. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Consider using disinfectant wipes with shorter drying time. Sanitise the counter after every guest.
7	Bar	Key areas to pay attention to are dividers, all handles, dispensers, trays, switches, chairs, table and counter tops, menu cards, credit cards machine.
8	Restaurant	Key areas to pay attention to are plexi-glass screens, all handles, dispensers, trays, condiment dispensers, switches, chairs, table and counter tops, menu cards, credit cards machine.
9	Public Toilets	Use a "disinfect spray" as recommended for all touch points used by guests and wipe dry with a paper towel which is placed in a plastic bag and sealed before disposal. Periodically throughout the day close off the area and steam clean all surfaces and cubicles. Recommended frequency is every 4 hours. The areas to focus on are door handles, hand contact areas (paper dispenser), soap dispensers, switches, toilet seat, trash bin, water taps. We recommend having a time log for cleaning schedules displayed in the bathrooms. Consider having a full-time public area attendant assigned to toilets sanitising after every use.
10	Stairs, banisters and rails	Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth.
11	Event and function areas	Special focus on call buttons inside and out. Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Place paper in a sealed plastic bag for

	disposal. The areas of special focus are desk, table tops, flipcharts, door handles, meeting room accessories, coffee machine, kettle, phone, remote controls and switches.
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**Note:**

Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Place paper in a sealed plastic bag for disposal. Consider using disinfectant wipes with shorter drying time. Conduct the cleaning protocol every 4 hours and sanitise the counter after every guest.

**Suggested confirmed Covid-19 infected area protocol**

- Ensure the affected area is put as out of order/blocked from public status in system/with reception and all departments for a period of 72 hours. Allow NO ACCESS this will mean the virus present lifespan will cease to be a threat.
- Ventilate area - open all windows where possible
- Prepare prior to entering the area by getting all PPE on i.e. gloves, mask, shield mask, overalls.
- Prepare required tools: refuse bags, chemicals.
- Remove all soft furnishings that can be removed and bag up into hazard bags.
- Gather all rubbish into a refuse bag and tie tightly at top. Follow procedure for disposal of bodily fluids.
- Place a fogging machine into the area to disinfect all surfaces, fabrics. Leave area for this process.
- Proceed to steam the area.
- Proceed to clean the area disinfect / sanitize the area using anti-viral killing chemical.

**Additional safeguarding tips**

- Frequency of the cleaning is the key and it should be calculated based on infection
- Check the levels of confidence of your team members daily. Check their level of
- Signpost clearly the route around the hotel to allow for 2 meters apart at all times.
- Step up the cleaning of the air filters for ensure better flow of fresh air.
- Switch off the electric hand dryers.
- Consider removing amenities from all the public areas and dispense them at request
- Consider the removal of toilet brushes from the public area facilities.
- Consider having a full time public area attendant assigned to toilets sanitising after
- Sanitisation stations need to be strategically posted and available in both back of house and front of house areas.

**Back of House Standards**

	Area	Cleaning Protocol
1	Changing room	Disinfect and clean all relevant touch points: toilet seat, bowl, flush, door handles, dispensers, taps, switches. Empty and clean bins (excl. sanitary bins). Sanitise and clean showers, sinks and toilets. Vacuum and mop floor with an appropriate healthcare grade disinfectant. Sanitise and polish doorplates, spot clean doors, wipe and polish chrome fittings. Sanitise and damp wipe all doors fully, all walls and all lockers.
2	Staircases	The key areas to focus are handrails that need to be sanitized at least once every hour. Staircases should be moped with appropriate chemicals to reduce the chance of spreading the virus.
3	Corridors	Sanitise all touch points: handles, light switches, door push plates and release buttons. Regularly mop the floor using healthcare grade disinfectant. Sanitise and damp wipe all skirting, walls and full doors. Sanitise with approved disinfectant spray, consider using disinfectant wipes with shorter drying time. Conduct the cleaning protocol every 4 hours.
4	Laundry room, equipment room, workshop	Sanitise and disinfect all touch points: handles, light switches, machine buttons and taps. Sanitise and disinfect cleaning equipment such as Vacuum's, mops, baskets, trolleys, irons, carpet cleaning machines and dispensers daily. Sanitise with approved disinfectant spray, consider using disinfectant wipes with shorter drying time for areas with high traffic.
5	Offices	Ensure that any rubbish is removed safely and using correct procedures. Regularly mop the floor using healthcare grade disinfectant. Clean monitors, keyboards, mouse, printers, PDQ machines, water fountain, kettle etc using sanitising products that have the correct chemical components to kill the virus.
6	Staff canteen	Key areas to pay attention to are plexi-glass screens, all handles, dispensers, trays, condiment dispensers, switches, chairs, table and counter tops, buffet stands, vending machine and water fountains. Sanitise with approved disinfectant spray, wipe off with paper towel.

7	Training room	Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Place paper in a sealed plastic bag for disposal. The areas of special focus are desk, tabletops, flipcharts, door handles, meeting room accessories, coffee machine, kettle, phone, remote controls and switches.
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#### Suggested confirmed Covid-19 infected area protocol

- Ensure the affected area is put into out of order status in system for a period of 72 hours. Secure the area and allow NO ACCESS this will mean the virus present lifespan will cease to be a threat.
- Ventilate room - open all windows.
- Prepare prior to entering the area by getting all PPE on i.e. gloves, mask, shield mask
- Prepare required tools: refuse bags, chemicals.
- Gather all rubbish into a refuse bag and tie tightly at top. Follow procedure for disposal of bodily fluids.
- Bag up all towelling items into a hazard bag and ensure items are cleaned on a temperature of 70 C - 75 C.
- Place a fogging machine into the area to disinfect all surfaces, fabrics. Leave area for this process.
- Proceed to steam the area
- Proceed to clean the area - disinfect / sanitize the area using viral killing chemical.

## Risk assessments

As an employer, you're required by law to protect your employees, and others, from harm Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk
- Assessing risk is just one part of the overall process used to control risks in your workplace.

For most small, low-risk businesses the steps you need to take are straightforward and are explained in these pages. We recommend you undertake the risk assessments as shown here and available on the following health and Safety executive website:

<https://www.hse.gov.uk/news/coronavirus>

#### Helpful Websites

<https://www.gov.uk/coronavirus>

<https://www.ukha.co.uk/covid-19>

<https://www.ukhospitality.org.uk/page/ukhsupportservices>

<https://www.nhs.uk/live-well/healthy-body/how-to-prevent-germs-from-spreading>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.hse.gov.uk/news/coronavirus>



## Room Checklist

	Area	Cleaning Protocol	Completed by	Checked by
1	Entrance doors	Using suitable sanitisation/disinfectant chemical ensure doors and frames on both sides is cleaned		
2	Light switches and control panels	Using a clean cloth and disinfecting chemical wipe all lamps and light switches and control panels, safe doors, handles and keypads.		
3	Handles, knobs and switches	Sanitise by wiping all doors inside and out, wardrobe shelving doors inside and out.		
4	Ventilation	Where possible windows should be opened when entering a room to allow for fresh air to flow. Consider usage of the ozone machine 15 minutes prior to cleaning a room. Check A/C		
5	Telephones, remote controls, and clocks	Sanitise by wiping all items using a clean cloth. Due to the high touchpoint items extra attention to be paid to buttons, edges and grooves of each item.		
6	Hard surfaces	Polish all tables, desks, cabinets, and credenzas. Sanitise all items paying extra attention to arms, legs, backs and edges and grooves.		
7	Amenities	Sanitise all items to ensure cleanliness e.g. hairdryer. Pay extra attention to sanitising the handle and nozzle and any attachable parts.		
8	Wardrobe	Sanitise by using chemical and clean cloth and wipe all wardrobe items - hangers, shoe brush, shoehorn, doors, and walls.		
9	Tea & Coffee facilities	Remove all items, sanitize by wiping, washing all holders. The kettle, spoons, and cups all to be cleaned thoroughly.		
10	Bed	Prepare bed in accordance to hotel standard.		
11	Windows	Check and sanitise windows i.e. handles. Sanitise with suitable chemical.		
12	Mini Bar	Check and sanitise mini bars doors, handles, shelving. Remove and sanitise all items in mini bar after each guest stay.		
13	Carpet	When vacuuming carpets pay extra attention to all edges and under furniture to achieve a high level of cleanliness.		
14	Bathroom	Sanitise and clean bathroom areas in accordance to hotel standards. Sanitise all touchpoints areas toilet handles and seats, toilet flushes, taps, shower door, shower controls.		
15	Bathroom Amenities	Sanitise all touchpoint items using a clean cloth, hot water and chemical. Clean all trays, bottles, glasses, tissue cover.		
16	Towelling	Ensure all towelling items are clean and in good condition as per hotel standard.		

**Room Number:**

**Date:**

**Room Attendant Name:**

**Supervisor Name:**

## Checklist – Public Area

	Area	Cleaning Protocol	Completed by	Checked by
1	Entrance doors	Special attention to be paid to handles, glass, and finger plates. Clean the door handle after every guest.		
2	Reception / Concierge desk	The key areas to focus on are countertop, desk, handles, keyboards, printer keyboards, phone paper towel and polish with micro cloth.		
3	Concierge luggage delivery	The key areas to focus on are luggage trolley, shelves, countertop, desk, handles, keyboards, printer keyboards, phone.		
4	Business centre	The key areas to focus on are armchair armrests, coffee machine, furniture handles, lamp switches, counter tops, tabletops, phone and keyboard.		
5	Guest lifts	Special focus on call buttons inside and out. Carefully consider the lift protocols and have clear signage explaining the social distancing measures. Consider having a team member solely dedicated to sanitise the lifts and supervise that lift protocols are followed.		
6	Lounge	The key areas to focus on are armchair armrests, coffee machine, furniture handles, lamp switches, counter tops, tabletops, phone and keyboard.		
7	Bar	Key areas to pay attention to are dividers, all handles, dispensers, trays, condiment dispensers, switches, chairs, table and counter tops, menu cards, credit cards machine.		
8	Restaurant	Key areas to pay attention to are plexi-glass screens, all handles, dispensers, trays, condiment dispensers, switches, chairs, table and counter tops, menu cards, credit cards machine.		
9	Public Toilets	Use a "disinfect spray" as recommended for all touch points used by guests and wipe dry with a paper towel which is placed in a plastic bag and sealed before disposal. Periodically throughout the day close off the area and steam clean all surfaces and cubicles. Consider having a full time public area attendant assigned to toilets sanitising after every use.		
10	Stairs, banisters and rails	paper towel and polish with micro cloth. Place paper in a sealed plastic bag for disposal.		
11	Event and function areas	Special focus on call buttons inside and out. Sanitize with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Place paper in a sealed plastic bag for disposal. The areas of special focus are desk, table tops, flipcharts, door handles, meeting room accessories, coffee machine, kettle, phone, remote controls and switches.		

**Room Number:**

**Date:**

**Room Attendant Name:**

**Supervisor Name:**

## Checklist – Back of House

	Area	Cleaning Protocol	Completed by	Checked by
1	Changing room	Disinfect and clean all relevant touch points: toilet seat, bowl, flush, door handles, dispensers, taps, switches. Empty and clean bins (excl. sanitary bins). Sanitise and clean showers, sinks and toilets. Vacuum and mop floor with an appropriate healthcare grade disinfectant. Sanitise and polish doorplates, spot clean doors, wipe and polish chrome fittings. Sanitize and damp wipe all doors fully, all walls and all lockers.		
2	Staircases	The key areas to focus are handrails that need to be sanitised at least once every hour. Staircases should be moped with appropriate chemicals to reduce the chance of spreading the virus.		
3	Corridors	Sanitise all touch points: handles, light switches, door push plates and release buttons. Regularly mop the floor using healthcare grade disinfectant. Sanitise and damp wipe all skirting, walls and full doors.		
4	Laundry room, equipment room, workshop	Sanitise and disinfect all touch points: handles, light switches, machine buttons and taps. Sanitise and disinfect cleaning equipment such as vacuum's, mops, baskets, trolleys, irons, carpet cleaning machines and dispensers daily. Sanitise with approved disinfectant spray, consider using disinfectant wipes with shorter drying time for areas with high traffic.		
5	Offices	Ensure that any rubbish is removed safely and using correct procedures. Regularly mop the floor using healthcare grade disinfectant. Clean monitors, keyboards, mouse, printers, PDQ machines, water fountain, kettle etc using sanitising products that have the correct chemical components to kill the virus.		
6	Staff canteen	Key areas to pay attention to are: plexi-glass screens, all handles, dispensers, trays, condiment dispensers, switches, chairs, table and counter tops, buffet stands, vending machine and water fountains. Sanitise with approved disinfectant spray, wipe off with paper towel. Place paper in a sealed plastic bag for disposal.		
7	Training room	Sanitise with approved disinfectant spray, wipe off with paper towel and polish with micro cloth. Place paper in a sealed plastic bag for disposal. The areas of special focus are desk, tabletops, flipcharts, door handles, meeting room accessories, coffee machine, kettle, phone, remote controls and switches.		

**Room Number:**

**Date:**

**Room Attendant Name:**

**Supervisor Name:**