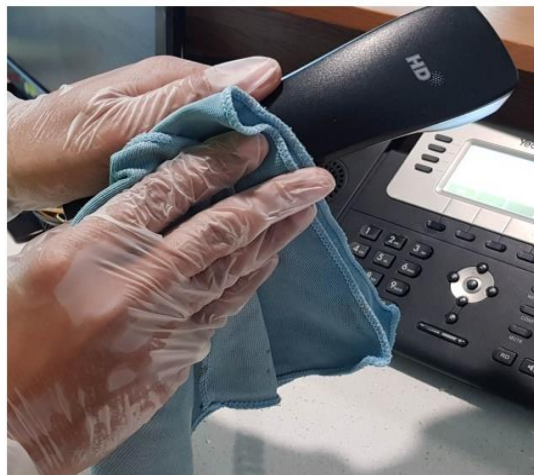
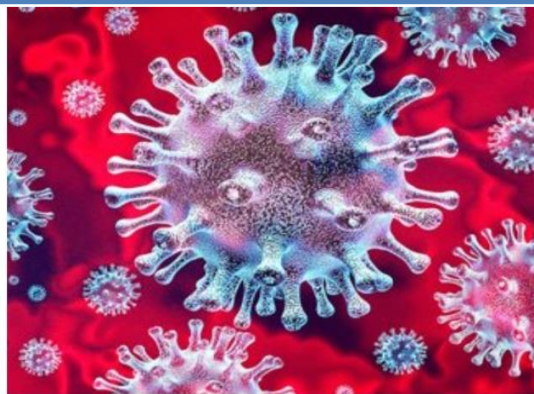




KM Dass Cleaner's Standard Operation Procedure to Combat COVID -19

Special Response Surface Disinfection Offices/ Workplaces



Soumik Mukherjee
Director, KM Dass & Company
Commercial Cleaning Services
March, 2020

Coronavirus and Cleaning Update 22nd March, 2020

Dear Customer,

The safety and wellbeing of our customers and our personnel is our utmost priority. We want to bring you up to date on what we are doing in response to the coronavirus.

We want to reinforce that you are in good hands with our day-to-day cleaning services. Your cleaning is carried out by staff using products qualified for use against COVID-19.

As industry professionals you can be assured we are very well prepared. Our cleaning staffs are highly trained and they use the best tools and chemicals available. It is our role to keep your premises at the highest level of cleanliness and hygiene, allowing your staff and workplaces to function as best as normal.

We specifically sanitise touch points throughout your premises. This service is carried out every clean we do.

Our Sanitising Service/ methods meet “best practice” guidelines for maintaining a hygienic workplace environment.

If your premises does suffer a coronavirus outbreak and you require a full clean down, we have the resources available to help. We can provide a deep clean down using our **Pandemic clean down service**.

We believe that in future improved cleaning and personal hygiene standards will be the new expectation.

Me, our managers and staff, we are doing all we can to support you during these challenging times for New Zealand. We thank you for your continued patience and support.



Soumik Mukherjee, Director
KM Dass & Company, Commercial Cleaning Services

Touch Surface Sanitising and Cleaning Method

1. Door Handle, Push Door Handle (Exterior & Interior)

Wear PPE: Gloves, masks and safety glasses

Process: Clean dust and dirt, apply disinfect via microfiber cloth

Leave surface damp and allow it to dry for 10 Min.



2. Office Desk, Arm Chairs, Reception Desk, Phone, and Stair handles

Board Room Table, Kitchen Bench, Cupboard Handles

Wear PPE: Gloves, masks and safety glasses

Process: Clean dust and dirt, apply disinfect via microfiber cloth

Leave surface damp and allow it to dry for 10 Min.

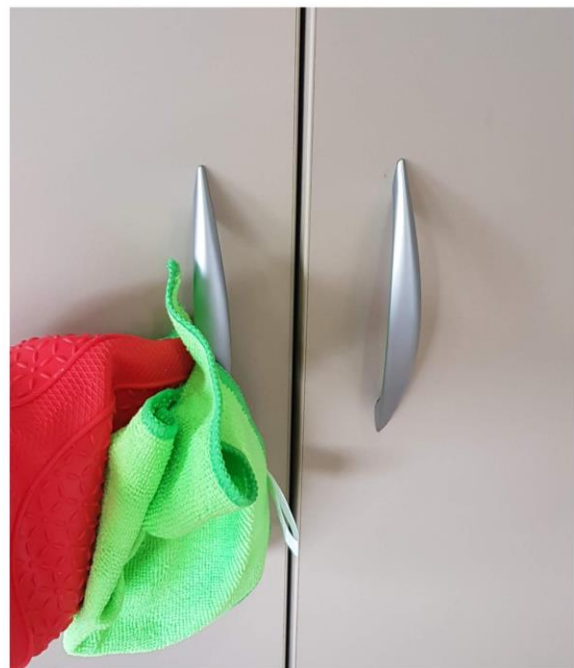


3. Kitchen Cupboard handle, Fridge Handle, Taps, Kettle, Microwave, Fridge

Wear PPE: Gloves, masks and safety glasses

Process: Clean dust and dirt, apply disinfect via microfiber cloth

Leave surface damp and allow it to dry for 10 Min.



3. Toilet and Wash Rooms: Taps, Door Handle, Flush, Toilet seat, etc.

Wear PPE: Gloves, masks and safety glasses

Process: Clean dust and dirt, apply disinfect via microfiber cloth

Leave surface damp and allow it to dry for 10 Min.



IMPORTANT UPDATE REGARDING KM DASS STAFF

KM Dass is monitoring developments with the coronavirus threat to New Zealand. We want to reassure you that we are adopting and recommending “best practice” procedures.

All KM Dass personnel have been directed to follow the Ministry of Health guidelines.

We have a responsibility to help keep people safe. We have adopted the Government’s requirements around self-isolation for any of our personnel who are returning from overseas travel. We are supporting our personnel if they have been impacted by self-isolation requirements.

KM Dass staffs are instructed not to visit any customer premises if they believe they have any symptoms. They are instructed to stay at home, seek medical advice and to see a doctor as early as possible.