

Withens Way Holiday Cottage

Risk Assessment & Cleaning Expectations with Covid guidance in mind

Andrea Leathley (Cleaner and Cottage keeper) to print, sign and date 2 copies, retain one copy and send the other back in the post.

Social Distancing - you must keep a Safe distance from any guests at all times. Whilst guest privacy should always be respected (i.e. they should be left to enjoy their holiday/ break), it is particularly important during Covid-19 measures for you to stay a safe distance (at least 2 metres) from any guests during their stay, primarily for your own safety and theirs, but also with customer/ guest confidence in mind.

Entering the property after a guest visit – you should allow a time delay of 1 hour before you enter the property (we can alter check out and check in times if this becomes an issue in terms of turnaround time, just let Richard or Leanne know, your safety is paramount!) You should have also exited the property at least 1 hour before the next guest arrives

PPE – Andrea (or any other stand in cleaner) should wear a mask and single use disposable gloves when cleaning the property, disposable gloves should be used for each single room, please get these and invoice them to A&I Leisure Ltd (our business name), email the receipt to ai40leisure@gmail.com and I will pay that.

Ventilate the property – upon Entry to clean the property please open Doors and accessible windows to ventilate whilst you are in the cottage.

Cleaning

- Dust, sweep or vacuum all floors
- Clean or mop hard surfaces (such as walls and flooring) with water and soap
- Wash all dishes using the dishwasher (or sink with hot water for larger items)
- Strip all beds and replace linen
- Replace all Towels with fresh, clean Towels (whether you suspect they have been used or not)
- Empty all rubbish bins and line with fresh bags

Sanitise

Sanitising is when you use chemicals to reduce the number of bacteria. During this step, please sanitise all high-touch surfaces (with the spray sanitiser supplied). For example, spraying doorknobs (internal and external), light switches, and cabinets.

- Spray high-touch surfaces in each room with a disinfectant spray
- Let the disinfectant stand for the length of time specified on the product label
- Allow the surface to air-dry
- Please remember to sanitise the keys and the key safes at the front and rear doors
- Please sanitise books and the Games left on site, obviously ensuring they are sufficiently sanitised whilst being careful not to damage them

Reset

To help prevent cross-contamination, it's important to finish cleaning and sanitising a room before resetting it for the next guest. During the reset stage, hosts must:

- Wash your hands and put on clean gloves before refilling any guest supplies, towels, or linen
- When you finish sanitising and resetting a room, close the door and disinfect the doorknob. Once sanitised, don't re-enter this space.
- Safely dispose of or wash cleaning supplies and protective gear
- Empty and sanitise the vacuum cleaner after every clean
- Any guest supplies that have been left behind that may pose a risk of cross contamination should be disposed of (i.e. part used food supplies, opened packets etc)

Guest Convenience & access to self-cleaning/ sanitising

- Please check there is plenty of hand sanitiser left in the Sanitising station at the front door – refill as required
- Leave one Surface Spray Sanitiser bottle in the Kitchen and one in the Bathroom for guests to use (make sure the nozzle is set to off in case we have any young children staying)
- Leave other cleaning materials under the sink for guest use
- If a guest makes any specific cleaning material request (within reason) please supply that, if unsure consult Richard or Leanne

Ongoing Risk Assessments and Covid Safety measures:

- Any guest recommendations that may improve Covid safety should be referred to Richard or Leanne immediately
- Similarly if Andrea has any recommendations please discuss with Richard or Leanne

If any guest develops symptoms of Covid-19 they should report that immediately to Richard or Leanne by calling 07500963112 or emailing ai40leisure@gmail.com or if Andrea suspects a guest may be unwell with symptoms please report that. Note guests maybe asked to leave immediately in this instance to return to their own homes and seek medical attention. Thus allowing us to deep clean and sanitise the property and close temporarily if necessary.

I have read and understood all aspects of the cleaning requirements and agree to adhere to them (and ensure any stand in cleaner adheres to them). I also understand I must inform Richard or Leanne immediately if I become unwell:

Signed..... Andrea Leathley

Date.....

Signed:  Richard Grady, A&I Leisure Ltd