

HOUSEKEEPING

DATE		CODE LEVEL (circle)	GREEN	ORANGE	RED
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	Green	Yellow	Orange	Red	DONE
Housekeeper must ensure that correct sanitizing agents are being used and that their staff know the contact time and how often to change the solutions – Tor HB and/or Chlorine 1000ppm	X	X	X	X	
Standard cleaning and hygiene procedures as per SQM	X	X	X	X	
Hand sanitiser to be available in public areas, Officers' Mess and Crew Mess	X	X	X	X	
Spot checks to be carried out by housekeeping management to ensure compliance with gastro plan level	x	X	X	X	
An Ozone machine, steam cleaners, and fogging machines to be used as directed	x	X	X	X	
Fog all public housekeeping areas overnight	x	X	x	X	
Doors to public areas eg. card room, library, that can be are left open to minimise door handle to hand contact	x				
Azowipes to be available for any department requiring supplies	x	X	x	x	
Hand sanitizer to be placed in isolated cabins	x	X	x	x	
Hit squad/ Designated Cleaning Team (DCT) are responsible for cleaning and sanitising of isolated cabins, and cleaning public area body fluid spillages	x	X	x	x	
Note: servicing will include daily change of linen and towels. Dirty linen etc are placed in red dissolvable bags and sealed, and transported to the laundry. No red bags to be left in corridor. Heavily soiled items and garbage from infected cabins placed in yellow waste bags for incineration. (remove and put into hit squad section)	x	X	x	x	
Stewardesses and utilities to clean and sanitise all areas around isolation cabins particularly handrails, door handles and frequently touched surfaces with the appropriate sanitizer	x	X	x	x	
Housekeeper to hold stock of plastic protective bed covers. Order through MMS.	x	X	x	x	
Stewardesses to notify medical centre if they become aware that a confined guest has left the cabin before being medically cleared for release.	x	X	x	x	
No charge for bottled water and laundry for isolated guests	x	X	x	x	
Cleaning & sanitizing of all contact surfaces such as tables, chairs, desks, work tops telephones, lift controls, toilet door handles, PC Keyboards etc throughout the front & back of house areas HOURLY using Tor HB in crew and guest area.			x		

Public toilets cleaned & sanitized with Chlorine 1000ppm frequently.	Green	Yellow	X	X	
Stair and corridor handrails, lift buttons & internal hand rails (high risk areas) clean as frequently as is practicable, in addition to sanitizing	Green	Yellow	X	X	
Housekeeping staff should wear a new pair of disposable gloves to clean each cabin to prevent cross infection from one cabin to another	Green	Yellow	X	X	
Cleaning & sanitizing of all contact surfaces such as tables, chairs, desks, work tops telephones, toilet door handles, PC Keyboards etc throughout the front & back of house areas HOURLY using Chlorine 1000ppm in crew and guest area	Green	Yellow		X	

NOTES

Remember the importance of regular hand washing, follow personal and respiratory hygiene practices and cross contamination issues
Remember to tell Reception about any sickness or diarrhoea incidents or if you suspect anyone of having gastroenteritis
All crew members have the appropriate Pocket Card – Don't forget Yours!
If you feel unwell, tell your Supervisor immediately
'CLEANING' = Removal of visible contaminants such as food & dirt with soap and HOT water
'SANITISING' = Reduction of bacteria & virus particles to a safe level. (Getting rid of contaminants you can't see)

The medical team will give guests infectious diseases advice booklet highlighting to them the daily cleaning and room service availability & access to room service

Monitor levels of all equipment and chemical stocks and re-order as necessary
Fogging machines and steam cleaners must be drained after use and sanitised