



COVID-19 Rebound Plan

Helping your team
bounce back
to work

AIM-C19-RBPLAN-2.0



support@aimcleaning.co.uk

First and foremost we hope you are all safe and well. During lockdown we prepared a comprehensive bounce back guide to support our Clients as they planned to return as government measures were eased. As we now enter into a second lockdown period we have reviewed and updated the essential key elements to assist with the safe transition back into the workplace again.

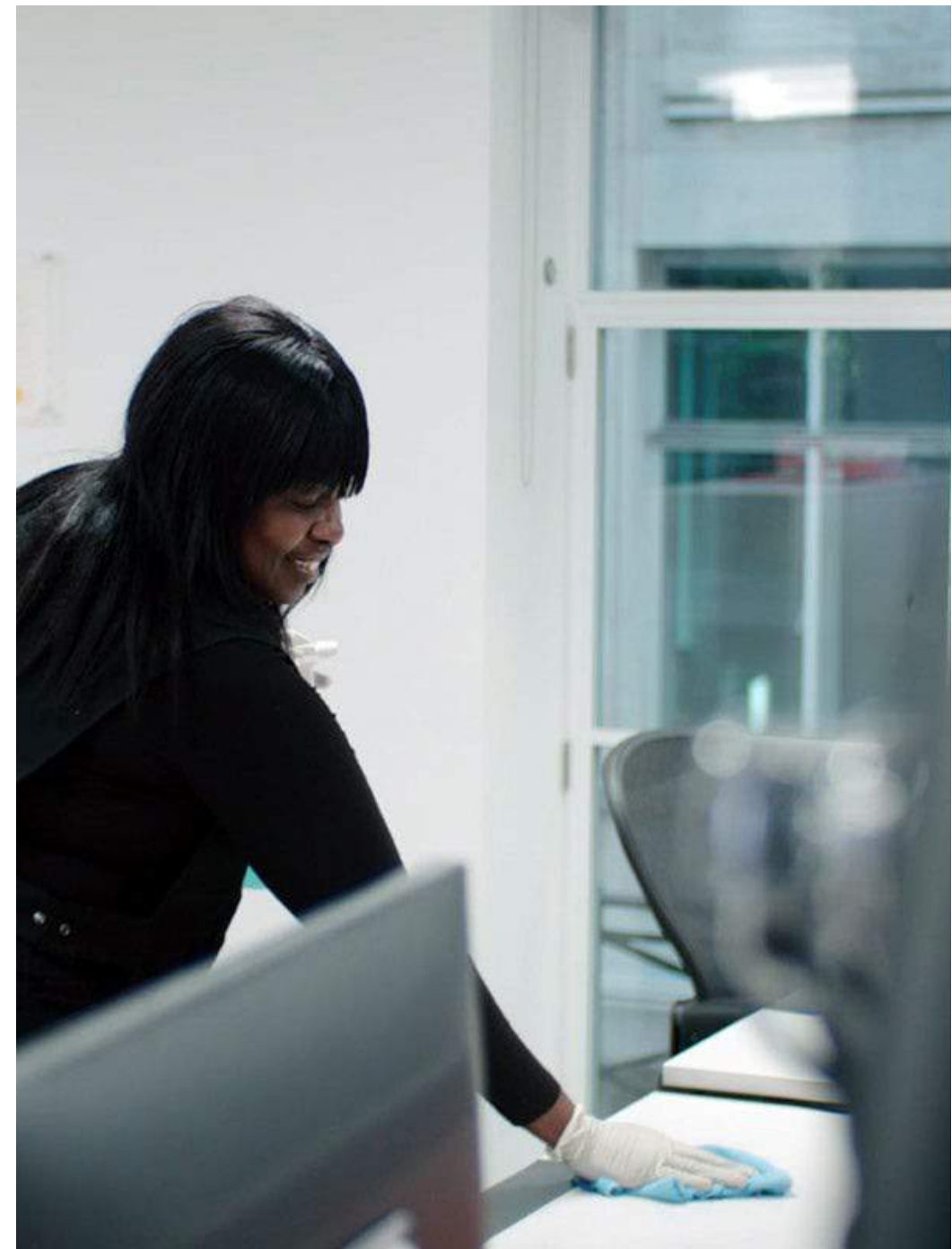
The government have published a 5-step guide to working safely which includes cleaning and hygiene procedures designed to help protect your staff and workplace.

To help you plan a **safe** environment we have prepared our own cleaning guide which considers all the options available to you and the support we can provide.

We have researched best practice and have included what we believe are the most appropriate and effective tools, methods and processes to aid us in cleaning, sanitising and protecting your premises.

Every building is unique, therefore the suggestions presented are designed to start conversations that can be developed into a specific plan that is right for you.

This will enable us to help you bounce back with confidence.



"We have reviewed and updated the essential key elements to assist with the safe transition back into the workplace again"

Clean vs Sanitise vs Disinfect – What's the Difference?

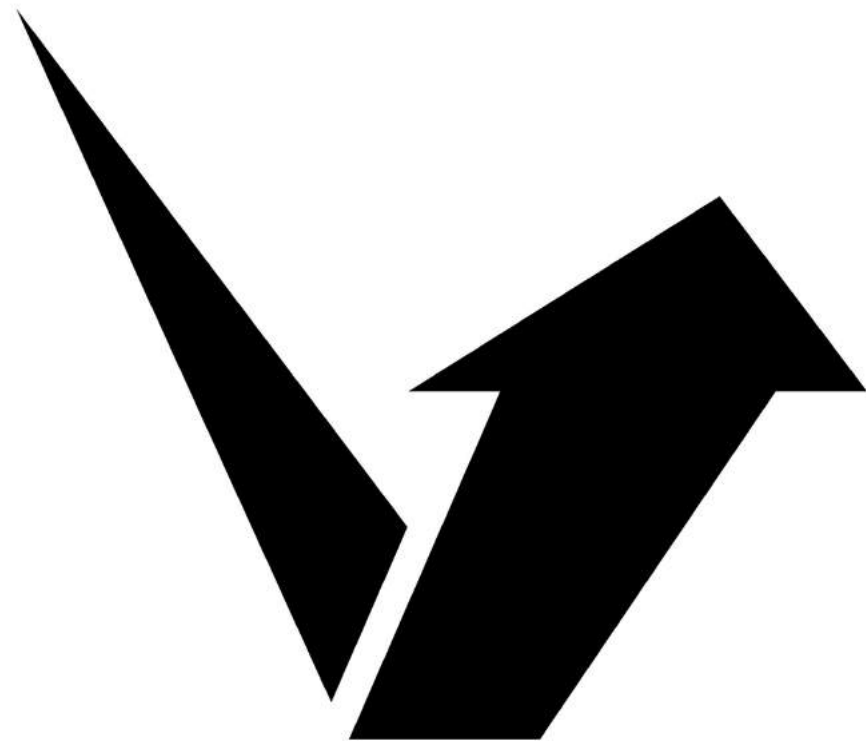


Cleaning is a physical process that removes visible dirt, debris, residues and contaminants from surfaces or objects. By using soap or surface cleaners to remove debris and allergens, it lowers germ numbers and the risk of spreading infection. This process is suitable for daily control under normal circumstances.

Sanitising uses specific cleaning agents to reduce the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process is completed after cleaning. Performing this on unclean surfaces reduces the effectiveness of the sanitising process. By reducing the levels of germs it further lowers the risk of spreading infection. This process is effective for daily control in high risk clinical areas or when there is a general heightened health risk.

Disinfecting kills germs. Disinfecting works by using chemicals to eradicate all germs & bacteria present on surfaces or objects. This process does not clean dirty surfaces or remove germs, but by killing germs on a surface after first cleaning and sanitising, it can reduce the risk of spreading infection to the lowest levels. This process is highly effective and required to control outbreaks or for daily control in extremely high risk clinical environments. Results can also be achieved through sterilisation via steam cleaning.





“Implementing a robust cleaning and hygiene plan is an essential step contained in the government 5-step guide”

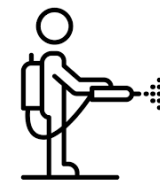
The fundamentals of an effective COVID-19 cleaning plan should be developed around the following four principles:



1. **Guard** – working together lets keep the virus out of your premises



2. **Sanitise** – regular cleaning must be coupled with a sanitising process



3. **Disinfect** – for the highest hygiene levels or when responding to a COVID-19 case, additional disinfection is required to eradicate viruses



4. **Protect** – help prevent outbreaks with further steps that can be added for peace of mind

Each of the four principles can be achieved in different ways, we will now expand on the options available for each principle.





The first line of defence to keep your staff and visitors safe is to stop the virus from entering the building.

We have a number of solutions that can assist you with this;

1. **Dedicated PPE waste bins** – help keep contaminated items away from the general waste stream and helps protect our staff.
2. Social distancing signage, screens and barriers - contact us for more information on this service.
3. Regular hand washing – the core of any strategy must be good hand hygiene, we can provide soap, dispensers and paper towels to help facilitate this.
4. **Hand sanitising stations** – place these at entry and exit points to help promote good hand hygiene.
5. **Sanitising wipes** – provide these to visitors and staff to allow them to help prevent entry and spread.
6. **PPE** – consider what additional PPE you require or are making mandatory on your sites and advise us so we can ensure our site teams are prepared.
7. **Door handle/push plate protection** - provides constant sanitising throughout the day.

For further details on the above solutions please click on the links to view our **COVID-19 Product Range**.

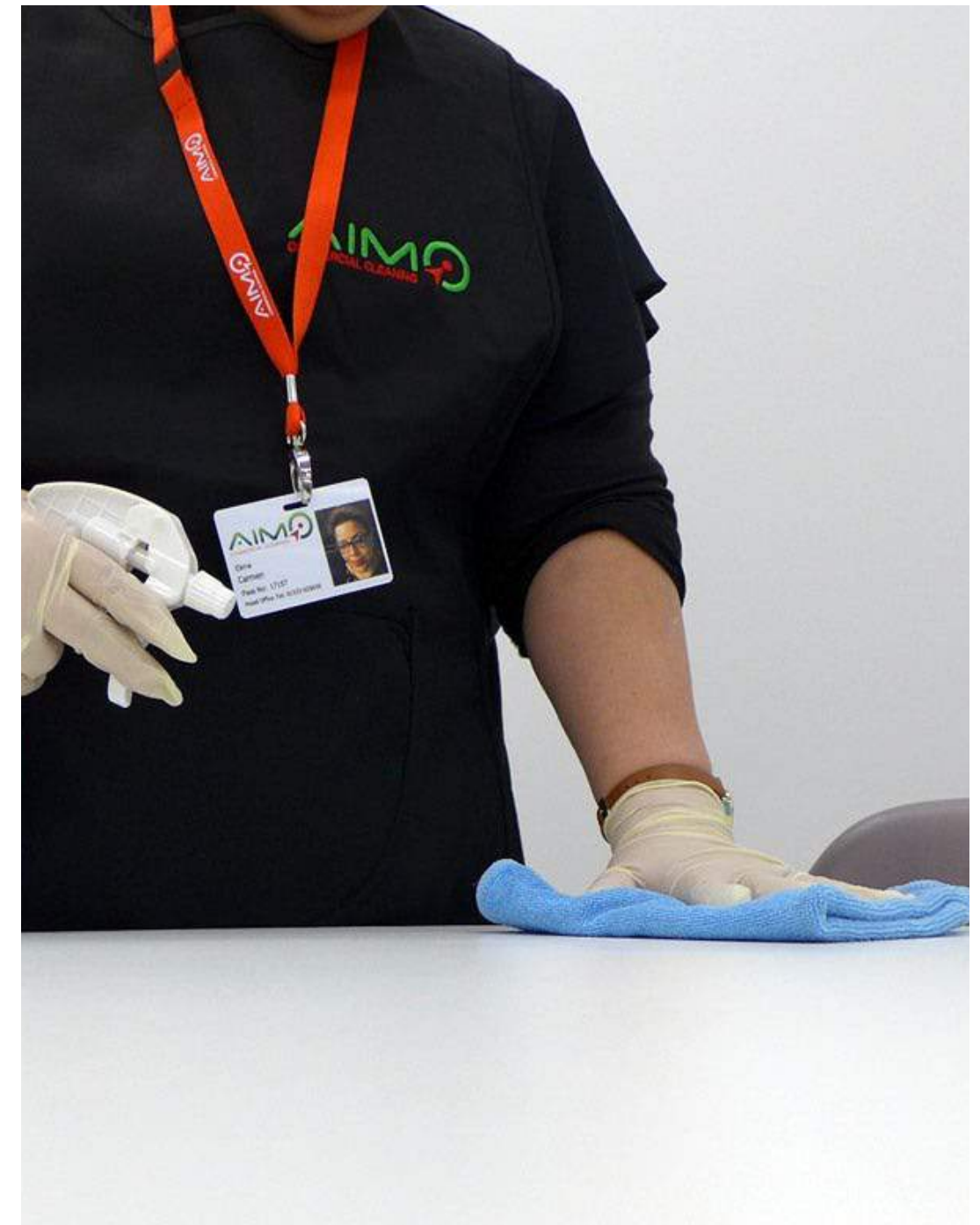




Hygiene levels need to be higher than ever to protect occupiers and visitors. The guidance for daily COVID-19 preventative cleaning requires a sanitising process, which we can adopt into our existing cleaning program.

How can we adjust our services to achieve this with you?

1. A preclean should be carried out prior to returning to your premises. To be effective this requires a physical clean to remove all debris and then sanitising of surfaces.
2. We can redesign the cleaning program with you, factors to consider; If a building is part occupied, we still require a minimum number of hours to deliver sanitisation across the whole site. When will we be cleaning, out of hours or in hours? Is there a need to increase cleaning hours going forward and/or introduce more day time cleaning?
3. Will we be changing to a COVID-19 cleaning spec including high frequency touch point sanitisation? If so which approach?
Option 1 - added resource approach ([click to see spec](#))
Option 2 - joint approach ([click to see spec](#))
4. Change of materials & chemicals? – to provide the very highest levels of hygiene it is recommend our teams use viricidal cleaners that meet the EN standards. Interim cost implications – discuss.
5. Alternatives to the above include **Tersano** – perfect for daytime use - initial outlay, reduced long-term costs.



Guard – Sanitise – Disinfect – Protect



In the event of a suspected or confirmed COVID-19 case on your sites, we need to respond quickly to protect your teams, our teams and to reinstate business as usual as swiftly as possible. This response requires the inclusion of the 3rd stage in the Clean – Sanitise – Disinfect process.

You should initially advise us immediately of any cases and normal cleaning services should be temporarily suspended so we can assess the next steps.

It is highly recommended by PHE that a deep clean is completed to disinfect all areas that the individual has touched or visited. We can work with you to agree a plan that covers all or part of the premises.

It is our aim to provide a 24 hour response to this request and we can undertake this service using our trained operatives with sufficient PPE. We have specialist electrostatic spraying equipment that dispenses chemicals in a uniform pattern to provide a 360 wrap round of all targeted surfaces. We use disinfectants that are highly effective against other enveloped viruses including SARS, MERS etc. Areas can be reused within 60 minutes of completion. **(Click to see more details on product)**

For us to achieve the highest kill rates our recommend method is the 3 stage approach of Clean – Sanitise – Disinfect. Upon completion of the 3 stage process we would be happy to provide a certificate to confirm the areas have been disinfected.

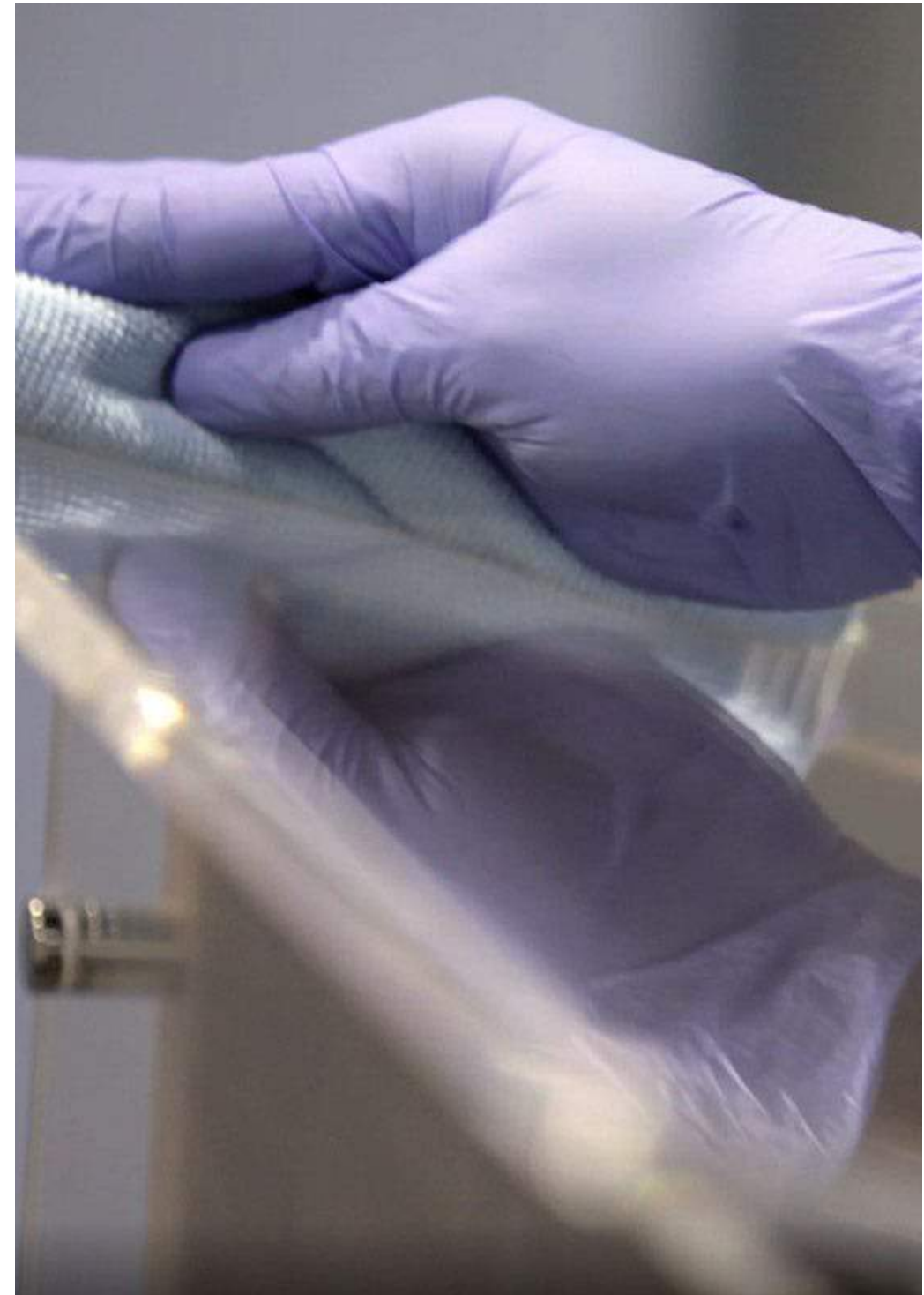
Guard – Sanitise – Disinfect – Protect

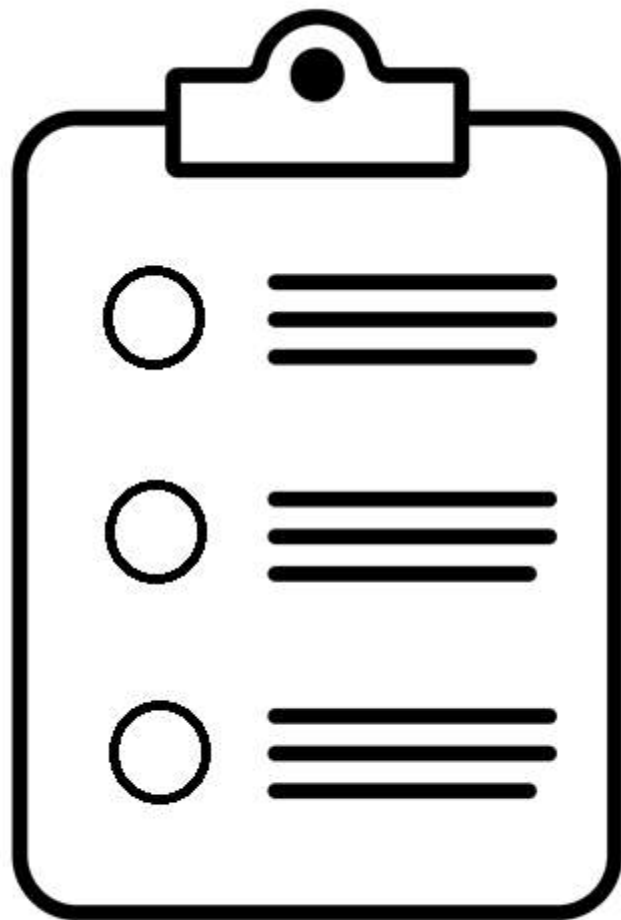


For operational reasons or purely for peace of mind some Clients may wish to take a further step in their COVID-19 strategy that includes additional preventative measures or added levels of protection.

We have various products and approaches available;

1. Electrostatic sanitising, rather than 3 stage full disinfection, on request we can offer a reduced sanitising only service. It will not achieve the same kill levels, but coupled with a daily pre clean it will provide high levels of germ reduction and may be used as a top up or a preventive weekly/2 weekly clean.
2. Protective coatings, we have an exciting new Microbe shield product that can sanitise and help provide long term germ protection for up to 30 days. **ZOONO** can be applied as an addition to a full disinfection clean, or it could be incorporated for high frequency touch point cleaning.
3. ATP testing services can be provided additionally following a deep clean or as part of regular hygiene monitoring. Whilst it doesn't test for COVID-19 or viruses it can be used to demonstrate cleanliness. (Contact us for further details)
4. Cleaning app, combined with QR codes to request or confirm cleaning. Please note this is a premium service that will require a smart device plus access to your WIFI. Multiple use of this within a facility will also require additional time, or it will vastly reduce the time available for physical cleaning. (<https://mycleanworkspace.com/>)





“Using the following discussion points to guide us through, lets create your bespoke plan”

General plans for your return

1. Date of your intended return? (2 weeks notice)
2. Are you making any site operational adjustments eg start/finish times, no go zones etc? How will this impact our team?
3. Any additional mandatory PPE - who is supplying?
4. What are your plans for dealing with PPE waste?
5. Date to reinstate services - washroom, waste, pests, windows etc
6. When is a consumable delivery required?
7. Is a pre return clean/sanitisation clean required?
8. If no to above then we need to return 1 week prior
9. Any additional services, supplies, installations required on return?

Cleaning team considerations

1. Date for cleaning team to return?
2. Do we have enough notice to inform team? (72hrs)
3. Check any furlough, health, shielding, childcare issues?
4. What cleaning resource is required from day 1?
5. Are any adjustments required that may effect the employees? (may require 4 weeks consultation)
6. Do we have adequate locked storage for PPE, chemicals etc?



Cleaning program requirements

1. What adjustments to the cleaning plan are required?
2. Are we implementing COVID-19 spec?
3. Are we using template or bespoke spec? agree up spec
4. Approach for out of hours - additional resource or joint?
5. Approach for daytime – additional cleaning & sanitising?
6. What additional chemicals, materials, equipment are required for sanitising or otherwise?
7. Discuss & agree costs for labour & materials
8. Any ongoing additional sanitising or preventative cleaning?

Final points

1. Are any other services or products required?
2. Would the client like any further info?
3. Can we have a copy of client COVID-19 back to work plan/RAMs?
4. Does the client have any other specific questions?

Useful links

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>



“Your rebound plan is complete, now we can move to implementation”

We Are Ready To Support You



In line with the government guidance we have been preparing our own COVID-19 rebound plan to ensure that we can support you safely, these steps include:

1. Prepare and implement **COVID-19 risk assessments** for our head office, administration and operational teams.
2. Source an effective virucidal cleaning agent and adopt as our standard cleaning product. Selgiene Ultra is highly effective against enveloped viruses, it is non-hazardous, non-toxic and safe to use on all surfaces.
3. Develop **COVID-19 health and safety guidelines** including rules for social distancing, **preventive cleaning processes** and **dilution requirements for sanitising solutions**.
4. Preparing 'Return to Work' care packs for every returning cleaning operative to ensure they are protected and prepared to sanitise your workplace.
5. Implementing new COVID-19 training modules, all returning cleaning operatives will participate in a back to work session covering all new guidelines and learn of agreed changes to your specification. Regular weekly focus points/updates will be sent to all employees.
6. Our managers have all completed IOSH Managing Safely, they are all participating in further COVID-19 training and are equipped to respond to outbreaks. Members of our Senior Management have completed the GBAC (Global Biorisk Advisory Council) Microbial Warriors Foundation Course.

***“With your bespoke rebound plan and our careful preparations,
we are ready to begin implementing your safe return into the
workplace”***



GET IN TOUCH #STAYSAFE

AIM Commercial Cleaning

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Belvedere
Kent DA17 6AH

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AIM-C19-RBPLAN-2.0





Covid-19 Product Range November 2020

- Pricing and stock levels changing daily
- Contact us for availability and quote
- Payment is required prior to dispatch of these goods

PurCOV19-BR.05



purchasing@aimcleaning.co.uk

HAND SANITISING STATION



Rubbermaid Hand Sanitising Station

Units are fully automated, with a sensor at the front of the dispensers triggering the release of high quality sanitiser. This reduces the spread of infection through contact and cross contamination.

Units are ideal for use in areas with limited access to water (e.g. lobbies, reception areas, event spaces, etc.) and require little effort to set up.

Hand rubs are provided in hygienically sealed 1100ml pouches and provide up to 2500 washes each. Containing 75% alcohol for maximum effectiveness, Alcohol Plus Hand Rub kills 99.99% of known germs. Dye and fragrance free.

Dispensers and hand rubs are sold separately.

Rubbermaid Hand Hygiene Station COMPLETE (FG750824)

Rubbermaid Auto Foam Black/Chrome Dispenser ONLY (FG750411)

Rubbermaid Alcohol Plus Hand Rub 1100ml

Case Size: 4 x 1100ml

Code: 1869697

Conforms: EN 1500, E3

Rubbermaid Auto
Foam Dispenser
(FG750411)



Rubbermaid Hand
Hygiene Station
(FG750824)





Alcohol Hand Sanitiser and Touch Free Bulk Fill Dispensers

Quick drying and highly effective 70% alcohol based hand sanitiser. Contains a glycerol emollient to maintain skin. Proven to kill bacteria and viruses.

Touch free, bulk fill dispensers ready to use with the 5 Ltr Hand Rub



Case Size: 2 x 5 Ltrs

Code: SP1087

Conforms: EN 1276, EN 1500, EN 13727





Centurion Alcohol Hand Sanitiser

Quick drying hand sanitiser containing ethanol in a pump action dispensing bottle.

Contains skin conditioning ingredients to keep hands soft, even with regular use, and does not leave a sticky residue. Kills 99.99% of bacteria, including MRSA **(certified)**.



Case Size: 15 x 500ml

Code: SP1094

Conforms: EN1500, EN1276





Protect 75+ Hand Sanitiser

A pocket sized hand sanitiser perfect for when traveling or on the go.

75% alcohol content, making it effective against harmful bacteria including MRSA.

Manufactured in Britain, Paraben and fragrance free.



Case Size: 1 x 100ml
1 x 5 Ltrs

Code: SP1098 (100ml)
SP1099 (5Ltrs)

Conforms: H5N1, EN1276, EN1500, EN1276, EN1276, EN1276





Selgiene Ultra Virucidal Cleaner

A virucidal cleaner essential for fighting cross-infection.

Selgiene Ultra is ideal for sanitising touch points and objects such as door handles, tables, banisters, etc. and is also suitable for mopping floors.

Non-hazardous, non-toxic and bleach free.

Independently tested to be effective against viruses, bacteria and fungi.



Case Size: 6 x 750ml Trigger Spray
1 x 5 Ltrs

Code: CD 1082 (750ml)
CD 1083 (5 Ltrs)

Conforms: EN 1276, EN 13704, EN 1650,
EN 14476, EN 14675





Clinitex Cleaner/Disinfectant Wipes

High quality, multi-surface wipes.

Offer speedy and effective disinfection of both hands and surfaces and are proven to combat a variety of major viruses, including enveloped viruses.

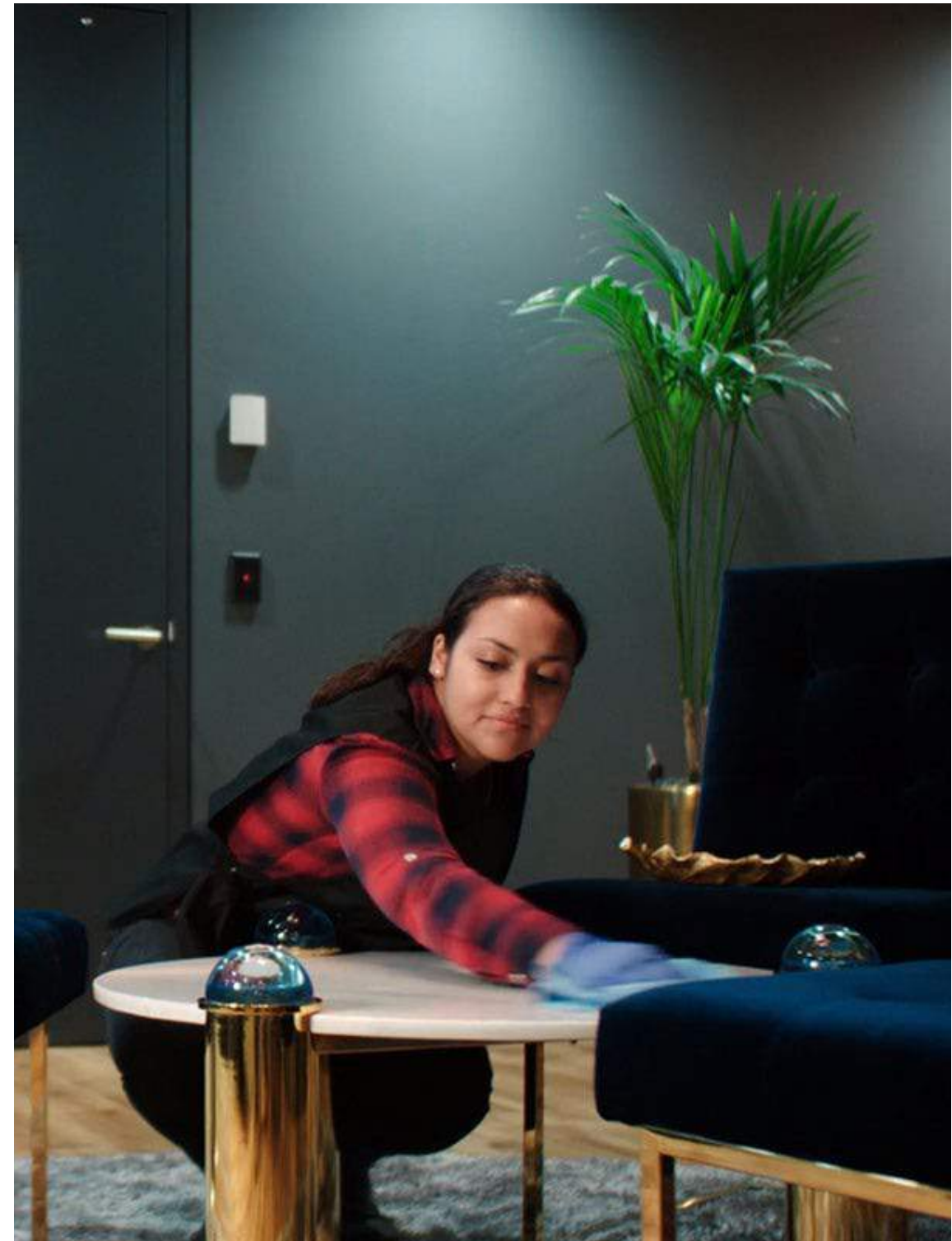
Tested to European Norms including EN1276 (Bactericidal), EN1650 (Fungicidal) and EN14476 (Virucidal).

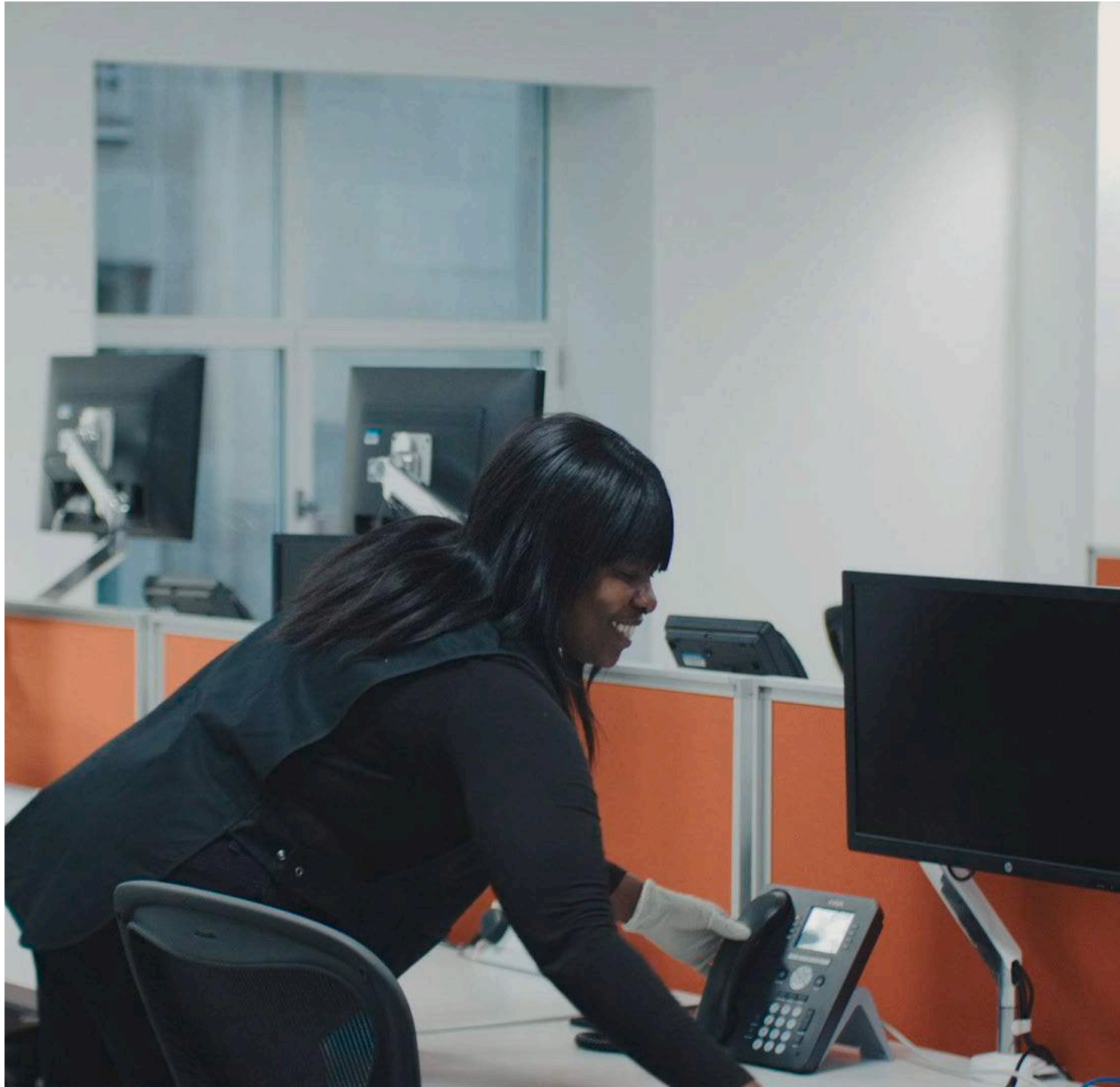


Case Size: 100 wipes per pack

Code: CDW1013

Conforms: EN 1276, EN 14476, EN 1650





SteriWipe +

Alcohol free multi-purpose wipes. Contains a high grade clinical sanitiser that is effective against bacteria, yeast and enveloped viruses including HCV, HBV & HIV.

Supplied in a secure container with a closed lid to prevent drying out and only allow 1 wipe at a time to be removed.

Additional wipes are provided in refillable packages to reduce waste.

Sold in a pack of 3 – 1 tub and 2 refills per purchase.

LIMITED STOCKS – lower than pre COVID-19 prices



Case Size: 1 x 1 Tub (200 wipes)
2 x 200 Wipe Refill Packet

Code: CDW1042

Conforms: EN14476, DVV/RKI Guidelines





Nitrile Disposable Gloves

High performance disposable gloves; non-sterile and powder-free. Significantly stronger alternative to latex and resistant to oils, acids, and many chemicals. Widely used in the Healthcare, Emergency Services & Pharmaceutical industries.



Case Size: 100 gloves per box

Code: Large - GL1031
 Medium – GL1032
 Small - GL1030

Conforms: EN374-5 2016,
 EN374-1:2016/B

Face Masks

Disposable 3ply face masks.

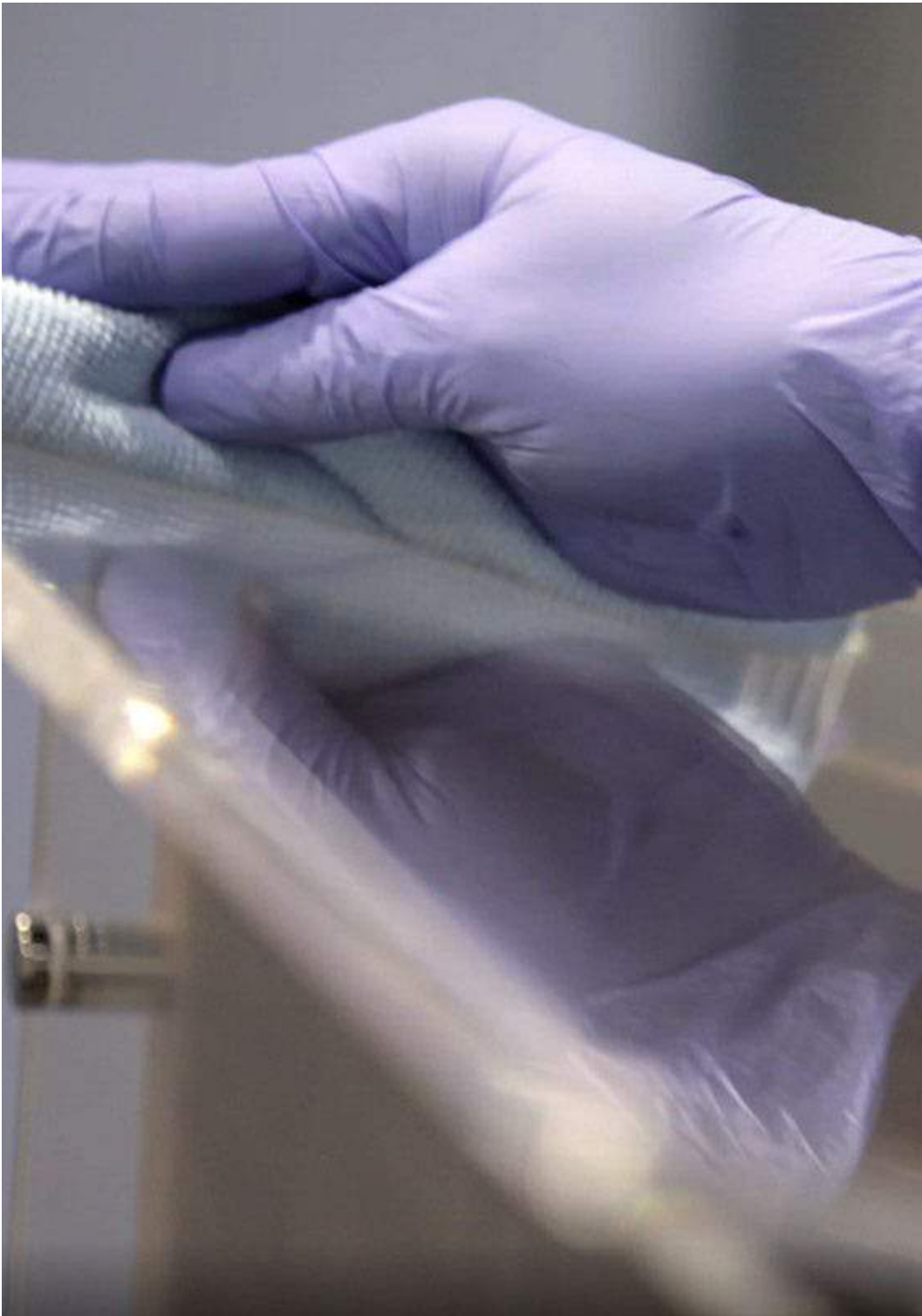
Multi-layer filtration effectively isolates dust and particulates and offers protection against the inhalation of chemical agents and airborne micro-organisms. Elasticated ear loops for a flexible yet secure fit.

Non Surgical – doesn't effect NHS supply chain

Case Size: 50 masks

Code: PP1006

Conforms: EN 149;2001, A1;2009





Door Handle & Push Plate Protection

Scientists have confirmed that Coronavirus (COVID-19) can survive on surfaces for more than 3 days. As a result, there's never been a better time to install hygienic door handles at your site, to help reduce the risk and spread of Coronavirus between door users

These use Silver Ion technology which has been tested and proven effective against the H1N1 virus (which has very similar characteristics as Coronavirus), achieving a 99.99% reduction in viable H1N1 virus particles.

Prices on application



COVID-19 SANITISING SPECIFICATION with ADDITIONAL RESOURCE



OPTION 1

In order to tackle the COVID-19 pandemic, AIM will work with Clients to adjust the delivery of our cleaning services in line with Government Guidelines and Health and Safety recommendations. This guidance requires increased cleaning activities and additional regular and thorough sanitising of high frequency touch points and surfaces. To supplement this we can also provide additional regular or ad-hoc disinfection deep cleans, as required.

To support the increased hygiene requirements AIM propose that we introduce Selgiene Ultra, a clinically tested and efficient virucidal cleaner, at all of our sites to sterilise all surfaces. This is a purple coloured liquid which will be used in conjunction with purple coloured cloths in all non sanitary areas to negate any cross contamination. These cloths will be safely sanitised or discarded after use.

Please see below for our recommended specification for the sanitising of high frequency touch points to help prevent the spread of COVID-19. This can be used in addition to your current specification with added hours; or for a temporary interim specification, we can work cooperatively and deliver a hybrid approach within hours.

COVID-19 DAILY SANITISING SPECIFICATION

AIM Cleaning Responsibility

| Duty/Function | Frequency | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Task Definition | Equipment |
|-----------------------|-----------|--------|---------|-----------|----------|--------|----------|--------|--|---|
| Entrance Doors | Daily | x | x | x | x | x | | | Wipe down all door handles, push plates, knobs, push bars. | Selgiene Ultra + Purple cloths |
| Office Areas | Daily | x | x | x | x | x | | | Remove waste. Thorough wipe of all surfaces using appropriate cleaner/sanitiser. Includes: Desk surfaces, monitors, tower stations, chair handles, backs of chairs, internal doors, handles, push plates, smear marks to glazing, cupboards, fixtures and fittings. | Selgiene Ultra + Purple cloths |
| Kitchens / Tea Points | Daily | x | x | x | x | x | | | Remove waste. Thorough wipe of all work surfaces using appropriate cleaner/sanitiser, all door handles, cupboard handles/finger wells, visible fridge surfaces, fridge door, fridge handles, microwave, kettle handle. | Selgiene Ultra + Purple cloths |
| Washrooms | Daily | x | x | x | x | x | | | Remove all waste. Wipe all surfaces using appropriate sanitiser. Includes: all door handles to entry doors, cubicle handles and locks, toilet pan handles, toilet seats, back of seat, toilet roll holders, sinks, taps, plugs, soap dispensers, urinals. Remove smear marks from mirrors. Mop and dry floors. | Selgiene Ultra + Use standard colour coding for washrooms |
| Corridors / Landings | Daily | x | x | x | x | x | | | Wipe down all surfaces, handles, fixtures and fittings. Vacuum as required / mop as required. | Selgiene Ultra + Purple cloths |
| Staircases | Daily | x | x | x | x | x | | | Wipe down all surfaces, handles, fixtures and fittings. | Selgiene Ultra + Purple cloths |
| Lifts | Daily | x | x | x | x | x | | | Wipe down all surfaces, buttons, push plates using appropriate sanitiser | Selgiene Ultra + Purple cloths |
| Back of House areas. | Daily | x | x | x | x | x | | | Wipe down all surfaces, buttons, push plates using appropriate sanitiser | Selgiene Ultra + Purple cloths |
| Waste area | Daily | x | x | x | x | x | | | Wipe down all surfaces, buttons, push plates using appropriate sanitiser | Selgiene Ultra + Purple cloths |

All equipment will need to be cleaned prior to and after use.

All disposable or contaminated items to be thrown away into the correct bag / container.

Reusable cloths can be sanitised between shifts

COVID-19 SANITISING SPECIFICATION with JOINT APPROACH



OPTION 2

In order to tackle the COVID-19 pandemic, AIM will work with Clients to adjust the delivery of our cleaning services in line with Government Guidelines and Health and Safety recommendations. This guidance requires increased cleaning activities and additional regular and thorough sanitising of high frequency touch points and surfaces. To supplement this we can also provide additional regular or ad-hoc disinfection deep cleans, as required.

To support the increased hygiene requirements AIM propose that we introduce Selgiene Ultra, a clinically tested and efficient virucidal cleaner, at all of our sites to sterilise all surfaces. This is a purple coloured liquid which will be used in conjunction with purple coloured cloths in all non sanitary areas to negate any cross contamination. These cloths will be safely sanitised or discarded after use.

Please see below for our recommended specification for the sanitising of high frequency touch points to help prevent the spread of COVID-19. This can be used in addition to your current specification with added hours; or for a temporary interim specification, we can work cooperatively and deliver a hybrid approach within hours.

COVID-19 DAILY SANITISING SPECIFICATION

AIM Cleaning Responsibility

| Duty/Function | Frequency | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Task Definition | Equipment |
|-------------------------------------|-----------|--------|---------|-----------|----------|--------|----------|--------|--|---|
| Entrance Doors | Daily | x | x | x | x | x | | | Wipe down all door handles, push plates, knobs, push bars. | Selgiene Ultra + Purple cloths |
| Office Areas (no Workstations) | Daily | x | x | x | x | x | | | Remove waste. Thorough wipe to all surfaces using appropriate cleaner/sanitiser. Includes: chairs, internal doors, handles, push plates, smear marks to glazing, fixtures and fittings. | Selgiene Ultra + Purple cloths |
| Kitchens / Tea Points (no crockery) | Daily | x | x | x | x | x | | | Remove waste. Thorough wipe of all work surfaces using appropriate cleaner/sanitiser, all door handles, cupboard handles/finger wells, visible fridge surfaces, fridge door, fridge handles, microwave, kettle handle. | Selgiene Ultra + Purple cloths |
| Washrooms | Daily | x | x | x | x | x | | | Remove all waste. Wipe all surfaces using appropriate sanitiser. Includes: all door handles to entry doors, cubicle handles and locks, toilet pan handles, toilet seats, back of seat, toilet roll holders, sinks, taps, plugs, soap dispensers, urinals. Remove smear marks from mirrors. Mop and dry floors. | Selgiene Ultra + Use standard colour coding for washrooms |
| Corridors / Landings | Daily | x | x | x | x | x | | | Wipe down all surfaces, handles, fixtures and fittings. Vacuum as required / mop as required. | Selgiene Ultra + Purple cloths |
| Staircases | Daily | x | x | x | x | x | | | Wipe down all surfaces, handles, fixtures and fittings. | Selgiene Ultra + Purple cloths |
| Lifts | Daily | x | x | x | x | x | | | Wipe down all surfaces, buttons, push plates using appropriate sanitiser | Selgiene Ultra + Purple cloths |
| Back of House areas | Daily | x | x | x | x | x | | | Wipe down all surfaces, buttons, push plates using appropriate sanitiser | Selgiene Ultra + Purple cloths |
| Waste area | Daily | x | x | x | x | x | | | Wipe down all surfaces, buttons, push plates using appropriate sanitiser | Selgiene Ultra + Purple cloths |

Client Responsibility

| Duty/Function | Frequency | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Task Definition | Equipment |
|--------------------------------|-----------|--------|---------|-----------|----------|--------|----------|--------|---|--|
| Reception areas & Workstations | Daily | x | x | x | x | x | | | Wipe down Reception desk, telephone, computer screen, chairs, Tower unit, etc. | Sanitising wipes or sanitiser and paper towels |
| Office Areas & Workstations | Daily | x | x | x | x | x | | | Thorough wipe to all surfaces using appropriate cleaner/sanitiser. Includes: desk surfaces, monitors, tower stations, chair handles, backs of chairs. | Sanitising wipes or sanitiser and paper towels |
| Kitchens / Tea Points | Daily | x | x | x | x | x | | | Responsible for replacing crockery, cutlery, loading and unloading dishwasher. Wiping of tables and chairs. | Sanitising wipes or sanitiser and paper towels |

All equipment will need to be cleaned prior to and after use.

All disposable or contaminated items to be thrown away into the correct bag / container.

Reusable cloths can be sanitised between shifts

COVID-19 Health & Safety Guidance



If you have a



new and continuous cough

or



high temperature

stay at home for 7 days, if you live alone
stay at home for 14 days, if you live with others, including all household members

Do not attempt to come into work
Contact your line manager as soon as possible

Stop the spread of Coronavirus



Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Arrive for and finish a shift and upon re-entry
- Handle equipment
- Change activities
- Blow your nose, sneeze or cough



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away immediately

Protect yourself and others



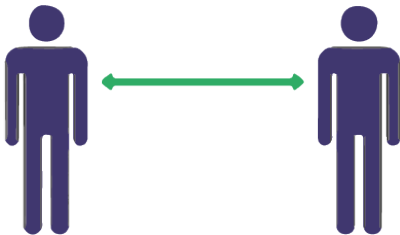
Check COSHH and MSDS for the recommended PPE and wear at all times whilst cleaning on site

Check and clean PPE at the end of each shift. Dispose of any damaged and single use PPE

Discard as usual, double bag and remove waste from site



Follow the guidelines on social distancing whilst at work



- Remain at least 2m apart
- Stagger arrivals and departures from work, breaks, and trips to the cleaning cupboard



Frequently clean and disinfect objects and surfaces that are touched regularly, using our standard cleaning products

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home

COVID-19 Preventative Cleaning Procedures

- Sanitising High Frequency Touch Points



PURPLE IS BEING INTRODUCED TO OUR COLOUR CODING SYSTEM FOR THE SANITISING OF HIGH FREQUENCY TOUCH POINTS ONLY, THESE GUIDELINES SHOULD BE FOLLOWED IN ADDITION TO THE USUAL CLEANING PROCESS

Before starting your shift



Always wash and dry your hands for **AT LEAST 20 SECS** before and after your shift, and when changing activities

Check Risk Assessment, COSHH and Site Rules. Wear any recommended PPE



How to Sanitise

Complete this process daily, or repeat every 2 hours during daytime cleaning



Using a clean sanitised **PURPLE** cloth for **EACH AREA** dampen the cloth with **SELGIENE ULTRA** (or alternative sanitiser) then gently wipe the following areas....



All doors, handles and push plates



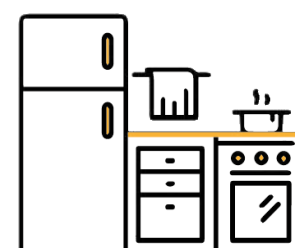
All switches, touch points, lift controls
- DO NOT SOAK THESE



Handrails, balustrades & fixtures

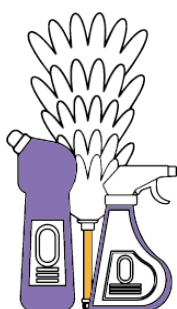


Desktops, chair backs & arm rests, cupboard doors (only clean IT equipment & phones if directed)



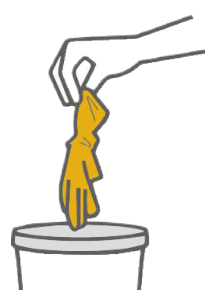
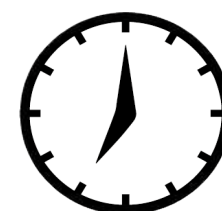
All worktop surfaces in canteen areas, doors, external handles of equipment & cupboards, taps, water dispensers, kettles, etc

After every shift



Wipe down all cleaning equipment after use, including **CAUTION** signs to prevent the spread of infection

Wash and sanitise all cloths in a diluted selgiene solution for a **MINIMUM OF 2 HOURS OR OVERNIGHT**, dispose of any contaminated items.



Check and clean PPE at the end of the shift. Dispose of any damaged or single use PPE.
DOUBLE BAG WASTE AND REMOVE FROM SITE

How to Dilute Selden Selgiene Ultra Solution



Diluting means **measuring** an **amount of cleaning product** and **adding it to water**

Remember:

- Always measure the water first, then add the cleaning product
- Different ratios of product to water are required for different tasks
- For example, a ratio of 1:10 is used for the spray bottles. This means that 1 part of the cleaning product is added to 10 parts of water
- Check MSDS and CoSHH Risk Assessment before use

SPRAY BOTTLE (Dilution Rate 1:10)



Image 1



Image 2

- Wash your hands for **AT LEAST 20 SECS** and dry them
- Put on gloves. Wear safety glasses as directed by CoSHH
- Unscrew the spray head from the spray bottle
- Fill the bottle up just below the **FIRST NOTCH** with water (as indicated in image 1)
- Lift the spray bottle to the pump nozzle (see image 2) and **PRESS DOWN TWICE**
- Lock the pump nozzle whilst still in the spray bottle to avoid spillages, excess and waste
- Re-attach the spray head to the spray bottle
- When using the diluted solution in the spray bottle, **REMEMBER SPRAY ONTO CLOTHS FIRST, NOT DIRECTLY ONTO SURFACES**

BUCKET (Dilution Rate 1:40)



Image 3

- Wash your hands for **AT LEAST 20 SECS** and dry them
- Put on gloves. Wear safety glasses as directed by CoSHH
- Fill the bucket approximately one third full (2.5ltr) with water (as indicated in image 3)
- Ensure the pump nozzle is positioned to aim into the bucket (see image 3), then **PRESS DOWN TWICE**
- Lock the pump nozzle before removing the bucket to avoid spillages, excess and waste
- Use this solution when mopping floors or for sanitising cloths



PPE Disposal

PPE Disposal

Stop the spread

Personal protection equipment, or PPE, is an important part of a Return to Work program for any facility. As employees head back to work, they may be wearing one-time use items such as gloves and masks to protect themselves from viruses.

*All PPE will eventually need to be disposed of. **The World Health Organisation** states that face masks, gloves and paper tissues should be hygienically disposed of using a closed bin.*



Why Be Concerned About Disposing of Personal Protective Equipment?

Infectious Bacteria

Current evidence suggests that viruses such as Covid-19 may remain viable for up to 72 hours on surfaces. Ensure your employees, customers and guests have a proper place to dispose of PPE, to avoid transmission of disease.

Cross-Infection Risks

Improper disposal methods such as open waste disposal units can heighten risk. By using an innovative and hygienic closed unit, you protect users and reduce cross-infection risks.

For added safety each unit contains a combination of anti-microbial active ingredients and solvents verified to eradicate bacteria, fungi and viruses.

Hygienic and Safe

A Citron Certified Technician uses a **highly effective virucide** that is suitable for air and surface disinfection, that has proven reliability in **combating the spread of COVID-19** Coronavirus and other types of viruses.



Product Overview

Aesthetically Pleasing

- Aesthetically pleasing and contemporary design
- Large, centrally positioned aperture for ease of disposing of PPE items

Provides Peace of Mind

- Demonstrate your commitment to community well-being by providing your employees and guests with proper PPE disposal units
- Wall posters indicating proper PPE removal are available

Product Options & Specifications

Colour..... White

Activation..... Hands-free, foot pedal operation

Volume..... 50 and 60 litres capacity

Sustainability..... Unit constructed mainly from ABS.
Unit can be recycled



Service Program Details

- All equipment is provided free of charge eliminating any capital outlay.
- **Citron Certified Technicians** maintain each system on a pre-determined schedule.
- All PPE waste is removed discretely from the client's premises.
- **Service Options**
 - **Weekly service** £16.40 per unit per week
 - **Fortnightly service** £8.80 per unit per week
 - **Monthly service** £4.05 per unit per week



SYCHEM



Disinfection • Sterilisation • Decontamination

SYCHEM CONTROL CONCENTRATE



DISINFECTION PERFORMANCE: This product kills the following bacteria in <5 minutes at a dilution ratio of 1:84 with water {(660 ppm active)} and 5% soil on hard, non-porous surfaces:

Acinetobacter baumannii {(ATCC 19003)}
Acinetobacter lwoffii {(ATCC 9957)}
Acinetobacter lwoffii {(ATCC 15309)}
Bordetella bronchiseptica {(ATCC 10580)}
Chlamydia psittaci {(VR-125)}
Citrobacter freundii {(ATCC 8090)}
Enterobacter agglomerans {(ATCC 27155)}
Enterobacter aerogenes {(ATCC 13048)}
Enterobacter cloacae {(ATCC 13047)}
Escherichia coli {(ATCC 11229)}
Escherichia coli O111:H8 {(ATCC BAA-184)}
Enterococcus faecalis {(ATCC 19433)}
Enterococcus hirae {(ATCC 10541)}
Fusobacterium necrophorum {(ATCC 27852)}
Klebsiella oxytoca {(ATCC 13182)}
Klebsiella pneumoniae {(ATCC 13883)}
Listeria monocytogenes {(ATCC 19117)}
Micrococcus luteus {(ATCC 14452)}
Micrococcus luteus {(ATCC 4698)}
Pasturella multocida {(ATCC 12947)}
Proteus vulgaris {(ATCC 9920)}
Proteus vulgaris {(ATCC 13315)}
Pseudomonas aeruginosa {(ATCC 15442)}
Pseudomonas cepacia {(ATCC 25416)}
Salmonella enterica {(ATCC 23564)}
Salmonella enterica {(ATCC 10708)}
Salmonella enteritidis {(ATCC 4931)}
Salmonella enterica serotype pullorum {(ATCC 19945)}
Salmonella typhi {(ATCC 6539)}
Salmonella typhimurium {(ATCC 23564)}
Serratia marcescens {(ATCC 9103)}
Serratia marcescens {(ATCC 14756)}
Shigella flexneri {(ATCC 9380)}
Shigella flexneri {(ATCC 12022)}
Shigella sonnei {(ATCC 25931)}
Staphylococcus aureus {(ATCC 6538)}
Staphylococcus aureus {(ATCC 25923)}
Staphylococcus aureus {(sub species aureus)} {(ATCC 33586)}
Staphylococcus aureus {(ATCC 14154)}
Staphylococcus epidermidis {(ATCC 14990)}
Streptococcus agalactiae {(ATCC 13813)}
Staphylococcus haemolyticus {(ATCC 29970)}
Streptococcus pyogenes {(ATCC 19615)}
Streptococcus mutans {(ATCC 25175)}
Vibrio cholera {(ATCC 11623)}
Yersinia enterocolitica {(ATCC 23715)}

ANTIMICROBIAL RESISTANT DISINFECTION PERFORMANCE: This product kills the following antimicrobials in <5 minutes at a dilution ratio of 1:84 with water {(660 ppm active)} and 5% soil on hard, non-porous surfaces:

Escherichia coli {(Carbapenem Resistant)} {(CDC 81371)}
Escherichia coli {(Extended Spectrum B-Lactamase)} {(ESBL)} {(ATCC BAA-196)}
Escherichia coli {(Tetracycline Resistant)} {(ATCC 47041)}
Klebsiella pneumoniae {(NDM-1 positive)} {(New Delhi metallo-beta-lactamase)} {(CDC 1000527)}
Pseudomonas aeruginosa {(Tetracycline Resistant)} {(ATCC 27853)}
Staphylococcus aureus {(Community Associated Methicillin Resistant)} {(CA-MRSA)} {(Genotype USA 300)}
Staphylococcus aureus {(Community Associated Methicillin Resistant)} {(CA-MRSA)} {(Genotype USA 400)}
Staphylococcus aureus {(Methicillin Resistant)} {(MRSA)} {(ATCC 33592)}
Staphylococcus epidermidis {(Antibiotic resistant)} {(ATCC 51625)}
Streptococcus pneumoniae {(Penicillin Resistant)} {(ATCC 51915)}
Enterococcus faecalis {(Vancomycin Resistant)} {(VRE)} {(ATCC 51299)}
Staphylococcus aureus {(Vancomycin Intermediate Resistant)} {(VISA)} {(HIP 5836)}



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ANIMAL PREMISE VIRUCIDAL* PERFORMANCE:

This product kills the following viruses in 5 minutes at a dilution ratio of 1:20 with water {(2640 ppm active)} and 5% soil on hard, non-porous surfaces:

Avian Infectious Bronchitis Virus {(Strain Beaudette IB42)}
Avian Influenza A Virus {(H3N2)} {(Avian Reassortant)} {(VR-2072)}
Avian Influenza A Virus {(H5N1)}
Canine Coronavirus {(VR-809)}
Canine Distemper Virus {(VR-128)}
Canine Parvovirus {(CPV)} {(VR-2017)}
Feline Picornavirus {(VR-649)}
Infectious Bovine Rhinotracheitis Virus {(VR-188)}
Mice {(Parvovirus)} {(VR-1346)}
Porcine Parvovirus {(VR-742)}
Pseudorabies Virus {(VR-135)}
Rabies
Swine Influenza A Virus {(H1N1)} {(Strain A/Swine/Iowa/15/30)} {(VR-333)}
Transmissible Gastroenteritis Virus {(TGE)} {(Clinical Isolate)}

FUNGICIDAL PERFORMANCE: This product kills the following fungi in 5 minutes at a dilution ratio of 1:84 with water {(660 ppm active)} and 5% soil on hard, non-porous surfaces:

Candida albicans {(ATCC 10231)}
Trichophyton mentagrophytes {(ATCC 9533)}
{(Athlete's foot fungus)} {(a cause of Ringworm)}

MILDEWSTATIC PERFORMANCE: This product controls the following mold in 5 minutes at a dilution ratio of 1:84 with water {(660 ppm active)} and 5% soil on hard, non-porous surfaces:

Aspergillus niger {(ATCC 16404)}
SYCHEM CONTROL RFU >660ppm active efficacy
SYCHEM CONTROL Aerosol Hard Surface Spray and Misting Systems >660ppm active efficacy
SYCHEM CONTROL Wipes >660ppm active efficacy

VIRUCIDAL* PERFORMANCE: This product kills the following viruses in 5 minutes at a dilution ratio of 1:84 with water {(660 ppm active)} and 5% soil on hard, non-porous surfaces:

Avian Influenza A {(H5N1)} Virus
Avian Influenza A {(H3N2)} Virus {(Avian Reassortant)} {(VR-2072)}
Cytomegalovirus {(VR-538)}
Coronavirus {(SARS-associated)} {(COVID-19)}
Hantavirus
Hepatitis B Virus {(HBV)}
Hepatitis C Virus {(HCV)}
Herpes Simplex Virus Type 1 {(VR-733)}
Herpes Simplex Virus Type 2 {(VR-734)}
Human Coronavirus {(VR-740)}
Human Immunodeficiency Virus Type 1 {(HIV 1)} {(AIDS Virus)}
Influenza A {(H1N1)} Virus {(VR-1469)} {(Strain A/PR/8/34)}
Influenza A Virus {(H3N2)} {(Hong Kong Strain)} {(VR-544)}
Noro Virus (Feline Calicivirus F9 Virus [ATC#VR-782])
Respiratory Syncytial Virus {(VR-26)}
Vaccinia Virus {(VR-119)}



Disinfection • Sterilisation • Decontamination

SYCHEM CONTROL CONCENTRATE



STATEMENT OF FACT

Control Technology is tested and approved for the listed facilities and species to EPA standards.

- Veterinary clinics, animal life science laboratories, animal laboratories, animal research centres, animal quarantine areas, animal holding areas, equine farms, kennels, dog/cat (animal) kennels, animal breeding facilities, breeding establishments, grooming establishments, pet animal quarters, zoos, tack shops, pet shops, operating rooms, washing areas, waiting rooms, examination rooms and other animal care facilities. Kennel runs, cages, kennel/cage floors, conductive flooring, examination tables, veterinary x-ray tables.
- Food (preparation) (and) (storage) areas.
- Food processing plants, USDA inspected food-processing facilities, federally inspected meat and poultry plants, egg processing plants, farms, equine farms, poultry farms, turkey farms, dairy farms, hog farms, meat/poultry processing plants, meat/poultry producing establishments, mushroom farms, rendering plants, canneries, caterers, bakeries, meat packing plants, hide and leather processing plants.
- Canine Parvovirus (CPV)
- Mice (Parvovirus)
- Rabies
- Coccidia
- Porcine Parvovirus
- Avian Infectious Bronchitis virus Beaudette 1842
- Avian Influenza A (H5N1) virus
- Avian Influenza A (H3N2) virus (Avian Reassortant) (ATCC VR-2072)
- Canine Coronavirus
- Canine Distemper virus (ATCC VR-128)
- Equine influenza A (H3N8) virus
- Feline Calicivirus
- Feline Picornavirus (ATCC VR-649)
- Infectious Bovine Rhinotracheitis virus (ATCC VR-188)
- Infectious Layngotacheitis virus
- Porcine Respiratory & Reproductive virus
- Porcine Rotavirus
- Pseudorabies virus (ATCC VR-135)
- Swine Influenza A (H1N1) virus (ATCC VR-333) (Strain A/Swine/Iowa/15/30)
- Transmissible Gastroenteritis virus
- Vaccinia virus (ATCC VR-119)

Dan Harding
Managing Director

Changing The Way The World **Cleans**

The new **iClean mini™** turns tap water into a safe, effective cleaner and sanitizer stronger than bleach* without the hazardous odors, fumes or toxic residues that come with traditional cleaning chemicals.

With the press of a button, the **iClean mini™**'s diamond-coated electrodes instantly create an oxidizing solution that is safe for people - yet tough on dirt, germs, and odors.



CHARGE

- Fully charged in just 60 minutes
- Lasts for hundreds of sprays



FILL

- QuickRelease reservoir opens easily
- Use cold tap water only

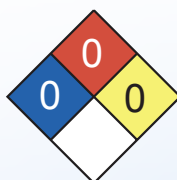


SPRAY

- Press power button to create oxidizing solution
- Clean, sanitize, and deodorize

PEOPLE

- **Protects** people with allergies or sensitive skin from the harsh effects of chemicals
- **Kills** 99.9% of germs – including E.coli, Salmonella, Listeria – without chemicals *
- **Improves** health & safety (SDS 0-0-0)
- **Promotes** a healthier working environment
- **Harmless** to eyes or skin if accidentally splashed



SDS Rating = 0-0-0

PROFIT

- **Drastically reduces** inventory of multiple chemicals cleaners, sanitizers, and deodorizers
- **All-in-one** solution decreases labour time and improves productivity
- **Savings** versus conventional cleaners (gallon to gallon)
- **Fewer sick days** due to reduced chemical exposure
- Meets **Sustainability Initiatives**

PLANET

- **Reduction** of carbon footprint
- **Harmless** to the environment as oxidizing solution reverts back to water and oxygen

* For more information on sanitizing test results, please visit www.tersano.com.

REPLACES

- All-Purpose Cleaners
- Stainless Steel Cleaners
- Glass Cleaners
- Neutral Cleaners
- Deodorizers

APPLICATIONS

- Appliances
- Cutting Boards
- Glass, Mirrors, & Windows
- Stainless Steel & Chrome Surfaces
- Handrails, Escalators, & Elevators
- Concrete, Terrazzo, & Stone
- Bathroom & Kitchen Counters
- Showers, Bathtubs, Toilets, Sinks
- Shelving, Desks, Tables, Chairs

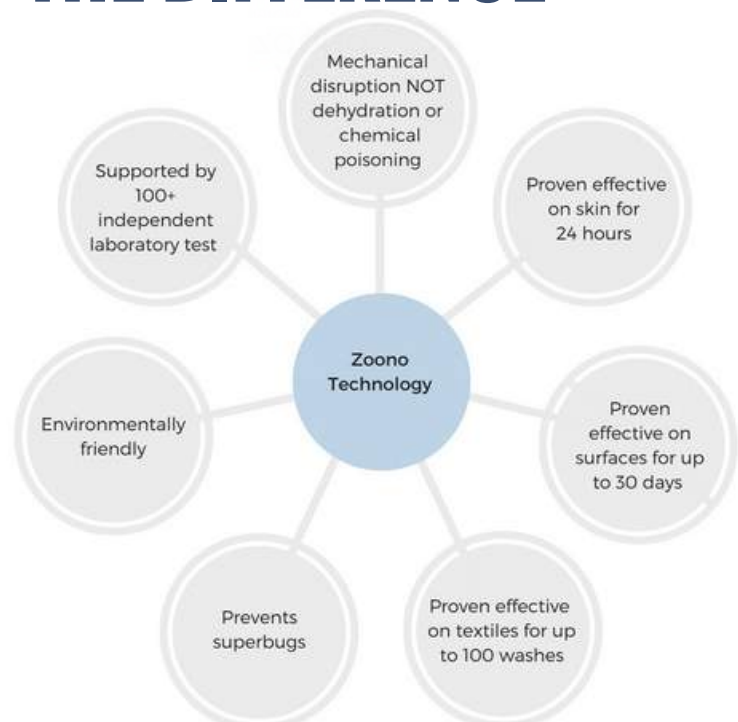




ACTIVE FOR UP TO 30 DAYS

- Ultimate Long-Lasting Germ Protection
- Kills 99.99% of Germs
- Non-Toxic
- Alcohol-Free

THE DIFFERENCE



CLAIM SUPPORT

Zoono antibacterial products have been tested in independent, accredited, GLP laboratories globally and have been proven to kill or deactivate a variety of germs.

All test results and case studies are available on request.

| Target Organism | Reduction after 1 hour | Reduction after 14 days | Reduction after 28 days |
|------------------------|------------------------|-------------------------|-------------------------|
| Staphylococcus aureus | 99.99% | 100% | 100% |
| Pseudomonas aeruginosa | 99.99% | 99.96% | 99.96% |
| Escherichia coli | 99.99% | 100% | 100% |
| Proteus vulgaris | 99.99% | 99.93% | 99.93% |
| MRSA | 99.99% | 99.97% | 99.97% |
| VRE | 99.99% | 99.97% | 99.96% |
| Citrobacter freundii | 99.99% | 99.98% | 99.98% |

PRODUCT SPECIFICATIONS



0029 | Zoono Microbe Shield All Purpose 150mL
| 9421904097285

0049 | Zoono Microbe Shield All Purpose 250mL
| 9421904097483

0038 | Zoono Microbe Shield 20 Individual Wipes
| 9421904097377

0040 | Zoono Microbe Shield 350 Individual Wipes
| 9421904097391

WHAT IS ZOONO?

FORMULATION

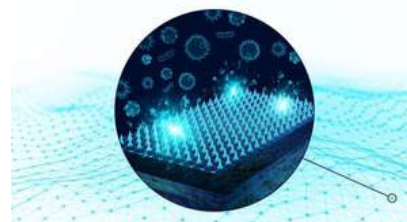
Our water-based formulation is suitable for the most delicate skin. We use a Quaternary Ammonium Compound which has been trusted by health professionals for years. Zoono is completely unique. In its liquid state, Zoono is inactive & has a similar toxicity level (LD50) as vitamin C.

TECHNOLOGY

Zoono's non-toxic technology kills by a 'mechanical' process.

A layer of positively charged microscopic pins coat the surface to attract and kill negatively charged pathogens by rupturing the pathogen cell.

The protective membrane on the surface remains intact for up to 30 days on surfaces and 24 hours in skin.



- ✓ Long-Lasting: 30 Days on Surfaces
- ✓ Helps Prevent Superbugs
- ✓ Non-Staining
- ✓ Food Safety Approvals (NZFSA)
- ✓ Permanently Bonds to Surfaces
- ✓ Suitable for a wide range of surfaces: Glass, Metal, Wood, Fabrics, Tiles.

○ APPLY WEEKLY TO KEY TOUCH POINTS

○ APPLY MONTHLY TO ALL OTHER SURFACES

EXPERIENCE NOTICEABLE RESULTS

- ▼ Cost savings
- ▼ Reduction in absenteeism
- ▼ Fewer colds & flu
- ▼ Reduced risk of serious illness



Health & Safety RAMS (Risk Assessment & Method Statement)











| | | | | | |
|----------------|-----------------------------|------------------------------|---------------|---------------------|--------------------|
| Site/Contract: | CLIENT ENVIRONMENTS | Prepared by: | Mike Burns | Date: | 04/06/20 |
| Activity ref: | C-19.C001 | Year 2 Review: | | Year 3 Review: | |
| Activity: | COVID-19 Cleaning Operative | Completed by: | | Completed by: | |
| | | Those at Risk: (insert ✓) | Employee ✓ | Client ✓ | Subcontractor ✓ |
| | | | | Visitor/Public ✓ | |

Risk Assessment

| Known Hazards (insert ✓) | | | | | | | | | | | | |
|--------------------------|--------------------|--------------|--------------|----------------|-------------------|------------------------|----------------|--|--------------|----------|--------------|------------------|
| | | | | | | | | | | | | |
| Manual Handling | Slip / Trip Hazard | Heat or Cold | Noise / Dust | Electric Shock | Vehicles or Plant | General Risk of Danger | Fire/Explosion | Biological Bacterial / Viral / Body Fluids | Fragile Roof | Chemical | Lone Working | Fall from Height |
| | | | | | | | | ✓ | | ✓ | | |

| Specific Hazard(s) | Risk Rating | | | Control Measure(s) | Residual Risk | | |
|----------------------------------|-------------|----------|--------|--|---------------|----------|--------|
| | Probability | Severity | Rating | | Probability | Severity | Rating |
| Vulnerable persons | 4 | 5 | 20 | No employee that is pregnant, has underlying health issues or classed as vulnerable by PHE/Gov guidelines will be allowed to perform infection cleaning or work on a site with a confirmed case, until such time as it has been disinfected. Employees that are required to shield must advise HR and follow Gov guidelines. | 1 | 5 | 5 |
| High risk sites - confirmed case | 3 | 5 | 15 | No employee should enter premises with confirmed case without prior consent. No employee to attempt to cleaning unless trained and wearing the appropriate PPE, all trained employees to be registered with HQ. | 1 | 4 | 4 |
| Transfer of infection on site | 4 | 4 | 16 | All operatives to follow Gov guidelines and Company COVID-19 H&S instructions regarding social distancing, handwashing, personal hygiene, sickness wearing of PPE. | 2 | 4 | 8 |
| Sick employees attending work | 4 | 4 | 16 | All employees to follow Gov guidelines and Company policy regarding symptoms, If unwell DO NOT attempt to attend work, contact your line manager and AIM HR immediately and self isolate. | 2 | 4 | 8 |
| Use of chemicals | 3 | 3 | 9 | All employees to follow training and CoSHH RA, wearing appropriate PPE. Chosen Virucidal cleaning are non Hazardous. | 2 | 1 | 2 |
| Social Distancing | 3 | 4 | 12 | Employees to follow Gov guidance and Company guidelines and maintain 2m apart whilst working on site. Face to face meetings to be avoid where possible, or in open well ventilated areas. Pinch points include signing in, visits to cleaning cupboard and breaks to be managed locally with AIM service manager. | 2 | 4 | 8 |
| Employee Training | 4 | 3 | 12 | All employees to receive back to work training remotely, follow up visit to be scheduled if safe. New training issued, training posters placed on site and regular updates and focus points communicated weekly. | 1 | 3 | 3 |
| Employee Welfare | 3 | 4 | 12 | Employee welfare to be monitored closely inc mental health. Draw attention to AIM employee assistance program and mental health champions. Care pack issued to every permanent employee on return to work. Ensure welfare facilities inc hand washing are available on site | 2 | 4 | 8 |

| Site Specific Hazard(s) | | Risk Rating | | | Control Measure(s) | | | | Residual Risk | | |
|--|---|---|---|---|---|--|---|---|---------------|--|--------|
| | | Probability | Severity | Rating | | | | | Probability | Severity | Rating |
| Travel to work | | | | | To be identified and communicated locally | | | | | | |
| Change of site rules/procedures | | | | | To be identified and communicated locally | | | | | | |
|  |  |  |  |  |  |  |  | PROBABILITY x SEVERITY = RISK RATING 1-10 Controls are adequate 12-15 Review controls, take additional action if required 16-25 Urgent action required, Stop Work | | | |
| Goggles | Safety Glasses | Uniform/Tabard | Hi-Viz | Dust Mask | Fume/Vapour Mask | Harness/Lanyards | Hand Protection | Probability 1: Improbable – Almost zero chance of occurrence 2: Remote – Unlikely for an injury to occur 3: Possible - Possibility an injury could occur 4: Probable- Strong possibility of injury occurring 5: Certainty – Injury certain to occur | | Severity of Injury 1: None – No injury or loss 2: Negligible – Bruise or scratch 3: Minor – First aid, laceration/cut 4: Major – Broken Bone, In-patient, Disease, Riddor 5: Fatal – Death or Total Loss | |
| | | ✓ | | | ✓ As required by RAMs or site rules | | ✓ | | | | |
| Method Statement | | | | | | | | | | | |

1. Equipment Required

- Viricidal sanitising cleaning solution
- Purple Cloths
- Sanitising spray
- Warning signs

2. Scope of Work

- After cleaning, ensure sanitising clean to all surfaces using a purple cloth and Virucidal cleaner
- Ensure all staff are following Covid Protocol.

3. Method

- Ensure warning signs are placed around the designated area for safety. This is to include placement of warning signs on all entry & exits points, including stairways.
- If washing down or mopping add water to bucket first, then add cleaning solution diluting as per manufacturers recommendation.
- If spray cleaning spray sanitising solution onto cloth, then apply cloth to wipe all surface of surface being cleaned.
- On completion of cleaning remove warning signs and return to store.
- Dispose of all waste via appropriate waste stream.
- Adhere to COVID cleaning protocol for cleaning up, removal PPE and disposal.

4. Aftercare of Equipment

- Wipe down all equipment with viricidal sanitiser.
- Place equipment back in its correct stored location.

5. Environmental Impact (eg waste disposal, working practices, resources)

- Cleaning solutions to be emptied to foul water drains – toilet bowls & sinks.
- Waste must be disposed of via designated waste streams.

PPE required for staff as follows:

- Non-slip footwear, covered toes
- Gloves
- Uniform
- Face mask as required