

## Cleaning Policy during the COVID-19 Pandemic

### INTRODUCTION

The COVID-19 Pandemic has necessitated many changes to enable safe working practices for staff and consumers entering the facility. This policy explains new cleaning procedures to be carried out at the facilities in addition to our standard cleaning practices.

### SCOPE

This policy applies to all employees of the Company and casual workers and third-party service providers (e.g. cleaners)

All facilities will be deep-cleaned before reopening and facilities will be cleaned daily by a contracted cleaner. The following policy describes **additional** cleaning to be carried out by staff, and does not replace current cleaning practices, e.g. fieldwork kitchen cleaning following food safety practices.

When cleaning, you must wear disposable gloves and a face covering as described in the COVID-19 PPE Usage policy.

#### 1. Office and Communal Areas

- a. Upon arrival to the facility, staff must clean their allocated desk, including keyboard, mouse, phone etc. using disinfectant spray before starting work. These also need to be disinfected at the end of the day.
- b. At the start of each day, staff must agree a rota for cleaning highly used areas regularly, throughout the day with disinfectant spray. These areas include door handles, keypads, printers, stair rails and light switches.
- c. The kitchen area must be cleaned after each use by carrying out the following:
  - a. All pots washed, dried and put away. The dishwasher must not be used.
  - b. All surfaces cleaned down with spray disinfectant and wiped.
  - c. Equipment used in the kitchen, e.g. microwave, toaster or kettle must be wiped down with spray disinfectant.
- d. The toilet area must be cleaned after each use by carrying out the following:
  - a. All surfaces used, including the sink, taps, door handles and toilet seat must be cleaned using spray disinfectant and wiped down.
  - b. Used paper towels must be placed in the bin.



## 2. Fieldwork cleaning

Where	What	When
Booths, including keyboards, mice	<ol style="list-style-type: none"><li>1. Wipe with a damp cloth.</li><li>2. Spray the area with Dettol antibacterial Surface Spray, wipe over with a damp cloth</li><li>3. Leave to dry</li></ol>	After every fieldwork session
Door handles, Stair rails etc.	<ol style="list-style-type: none"><li>1. Spray the area with Dettol antibacterial Surface Spray, wipe over with a damp cloth</li><li>2. Leave to dry</li></ol>	After every fieldwork session
Floors	<ol style="list-style-type: none"><li>1. Clean with degreaser floor cleaner</li></ol> AND <ol style="list-style-type: none"><li>2. Clean with Bleach</li></ol>	After a day of fieldwork  After the last fieldwork session for the week IF no fieldwork is planned at the weekend.