



The Office Cleaning Company

Commercial Cleaning Specialists

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PROTOCOL FOR VISITING ALL CUSTOMERS DURING THE “STAY ALERT” PHASE OF THE CORONAVIRUS

TOCC GUIDELINES FOR WORKING IN CLIENTS’ PREMISES

- 1. Clients’ and Cleaners’ Health.** We need to know should there be anyone in your building who is not feeling well or may be suffering from COVID-19/ like symptoms. Likewise, we confirm that anyone in our teams, with symptoms of a cough or fever, will not attend your premises.
- 2. Personal Protective Equipment.** Personal protective items i.e. disposable gloves and masks will provide additional protection, so teams will wear these on request.
- 3. Hand washing on arrival and before departure.** This will be a matter of vital routine within the workplace.
- 4. Working in well ventilated areas.** Wherever possible teams should open windows in rooms they are working in.
- 5. Keeping a safe distance.** Ideally, our teams should work well away from our clients, or at least avoid any close contact (less than 2 metres).
- 6. Essential sanitising.** Without exception, whatever the task our team is given, the sanitising of all touchpoints, such as all handles, door pushes, kettle handles, light switches, oven controls and all hard surfaces will be carried out, so that you can be assured that your workplace is safe.

“STAY ALERT” “CONTROL THE VIRUS” “SAVE LIVES”

