

# COVID-19:

## ***Cleaning Do's & Don'ts***



During this time, it is the responsibility of **all** colleagues to assist in ensuring the regular cleaning of their own workstation at regular intervals during the day, as well as ensuring they leave any communal areas clean for colleagues who may need to use them after you.

There are **detailed guidelines** on how and when to clean specific areas, which have been printed out and laminated by your Directors and are displayed at relevant work areas across the site.

Listed below are some basic **Do's and Don'ts** associated with cleaning in and around the site



- ✓ **DO wear Personal Protective Equipment provided specifically for cleaning tasks**
- ✓ **DO clean your workstations regularly, before each use and after every customer interaction**
- ✓ **DO clean your kitchen facilities regularly and before each use**
- ✓ **DO only use cleaning products which have been provided**
- ✓ **DO clean thermometers thoroughly using cleaning wipes prior to and after use**
- ✓ **DO sanitise remote controls (TV) before and after each use**
- ✓ **DO remove all literature and if you bring in your own Newspapers or magazines, these must be taken home with you and not left in communal areas**
- ✓ **DO ensure all customer waiting areas are sanitised immediately after the customer has left. This is to be done by the member of staff who was handling the customer**



- ✗ **Don't use inappropriate cleaning products on vehicles (refer to relevant Vehicle Cleaning Guide)**
- ✗ **Don't stop using good hygiene behaviours of social distancing and regular hand washing, these remain as important!**

If you have any **questions or concerns**, you should raise them with [rachelm@fleetline.co.uk](mailto:rachelm@fleetline.co.uk)