

## COVID-19 cleaning procedures

- All staff to attend the HIT (Principles of infectious diseases) course
- Staff to be trained in correct methods of hand washing and wearing of PPE
- Staff will be trained in the appropriate cleaning and disinfection procedures related to COVID-19
- We will set aside one day per week without guests to deep clean all communal areas
- Appropriate signage around building to advise guests of hygiene, infection control and social distancing.
- Bedrooms will be rotated between guests allowing a period of 72hrs after guest departure
- All hard surfaces to be cleaned with Virabact multi surface cleaner (effective against all enveloped viruses including coronaviruses).
- When cleaning gloves and masks should be worn and protective measures taken.
- Gloves should be changed after each room
- Special attention should be paid to frequently touched places such as beside tables, headboards, wash basins and door handles.
- All bed coverings to be brought by guests so removed at end of stay.
- Mattress and pillow protectors to be changed between guests
- Rooms to be ventilated whilst cleaning
- Bathrooms to be cleaned on day following guest departure. In bathrooms with multiple facilities there will be rotation of the cubicles with closure of some to allow 72hrs before cleaning. After a 6 day stay when the guest departs we will seal up the used cubicles and clean the cubicles sealed previously.
- Each bathroom has equipment and products exclusive for its own
- In the accessible bathroom where this is not possible we would ask guests not to use the bathroom for 24hrs before they leave and to use the Cathedral facilities instead.
- Staff will be restricted to using the staff toilets in their accommodation or the back stoep toilet.
- Cleaning materials will be provided at each table for self-clean after meals
- The plastic bin bags once full will be sealed and emptied and gloves disposed of immediately.
- In communal areas:
  - Thorough and regular cleaning of all work surfaces
  - All floors to be keep clean
  - Regular cleaning of contact surfaces; handles, switches, taps etc
  - Alcohol wipes to be provided for use of hot tap
- In the kitchen:
  - Only staff to work within kitchen
  - All staff to wear PPE as appropriate and carrying out hand hygiene measures
  - Surfaces will be cleaned regularly with virabact.
  - No guests to enter kitchen