

# Cleaning Protocol



## 1 Cleaning Three time a Day.

All areas should be cleaned daily, workstations, hallways, breakrooms, warehouses, bathroom and offices.

## 2 Clean all high traffic elements.

Every person after use should be cleaning knobs, faucets, refrigerator handles, table surfaces.

## 3 Air Filters maintenance.

All the air filter should be on germ mode every morning. The central air system should be checked Monthly and change its filter.

## 4 Conference Rooms and Offices.

We will not allow to use someone or share office supplies as phone, computer, keyboard, pens, staplers etc.

Every room and conference should be limited with the max occupancy and try to avoid unnecessary meetings.

If conference tools are used such as erasers, HDMI's, Phones, Markers, disinfect it after use.

Please remember visitors and guest to follow the COVID-19 health preventions protocols.

All rooms after used should be cleaned and disinfected after each meeting.

## 5 Work Stations sanitation.

Every employee will have a hand sanitizer available, as well disinfectant wipes. All work station should be cleaned twice a day, after lunch and before leaving for a period of at least 10 minutes.

Do not use physical property of other employees, use your own proper phone, computer, keyboard, pens, staplers etc.

## 6 Kitchen and Bathrooms.

All lunch breaks will be divided in smaller groups. After every lunch the Kitchen should be sanitized.

Each staff is responsible to wipe the area used and everything touched including refrigerator handles, utensils dispenser, counters & table surface.

Bathrooms will be cleaned three times a day.

Staff are obligated to wash their hand four times a day for a period of at least 20 seconds.

Our first assets are our employees and their health. We truly are working hard to avoid interruptions.

