

COVID-19 O2 Cleaning Services Policy

Effective Date: December 1, 2023

Purpose

This COVID-19 O2 Cleaning Services Policy outlines the procedures and guidelines to ensure the safety of both our clients and our housekeeping staff during the ongoing COVID-19 virus. It is imperative to follow these protocols to minimize the risk of transmission and maintain a clean and healthy environment.

General Guidelines of Housekeepers

1.1. Hand Hygiene

Regular handwashing with soap and water for at least 20 seconds is mandatory for all housekeeping staff. Hand sanitizers with at least 60% alcohol content should be readily available at all workstations and used when soap and water are not accessible.

1.2. Health and Symptom Monitoring

All housekeeping staff must self-monitor for COVID-19 symptoms daily. If any staff member experiences symptoms such as fever, cough, or shortness of breath, they must immediately report it to their supervisor and seek medical advice.

1.3. Social Distancing

Maintain a minimum of six feet (or as recommended by local health authorities) between housekeeping staff and clients. Avoid close contact, including handshakes, hugs, or any physical contact with clients.

1.4. Cleaning and Disinfecting

Adhere to rigorous cleaning and disinfecting protocols, particularly in high-touch areas such as doorknobs, light switches, and countertops. Use approved cleaning agents and ensure thorough cleaning before disinfecting.

1.5. Shared Equipment

Housekeeping staff should avoid sharing cleaning equipment whenever possible. If sharing is necessary, disinfect all equipment before and after use.

Client Interaction

2.1. Pre-Service Communication

Before any service, the client and housekeeping staff must communicate about the health status of all parties involved. If any party exhibits symptoms, the service will be postponed for 10 days or canceled.

Emergency Procedures

In the event of a confirmed COVID-19 case among our housekeeping staff or a client, the following steps will be taken:

3.1. Contact Tracing

Identify and notify individuals who may have been in close contact with the infected person, following local health authority guidelines.

3.2. Isolation and Quarantine

The infected person must self-isolate, and individuals exposed to the virus must follow recommended quarantine measures as per local health guidelines.

3.3. Disinfection

A professional cleaning and disinfection service will be arranged for the affected area, following guidelines from local health authorities.

Training and Education

All housekeeping staff must be trained on COVID-19 safety measures, and they should be regularly updated on any changes to the policy. Staff should also receive information on vaccination availability and encouraged to get vaccinated.

Policy Review

This policy will be reviewed regularly to ensure its effectiveness and updated in accordance with changes in local, state, or federal guidelines related to COVID-19.

O2 Cleaning is committed to providing safe and reliable housekeeping services while prioritizing the health and well-being of our clients and staff. Compliance with these guidelines is mandatory to prevent the spread of COVID-19 and maintain a safe environment for everyone involved.

This policy is effective from November 1, 2023 and will remain in effect until further notice.