



Cinderellas Commercial Cleaning

Cinderellas Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



3/10 Unley Road
Unley, SA, 5061
AUSTRALIA

Phone (08) 8 271 6677

COVID-19 POLICY

STAFF RESPONSIBILITIES

Staff will not be allowed to attend work if they answer **YES** to any of the following:

- Have you returned from overseas and/or interstate (particularly Victoria, NSW, ACT, and QLD) within the last 14 days?
- Have you been in close contact with anyone who has travelled overseas/interstate within the last 14 days?
- Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
- Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing, diarrhea or loss of smell)?

If employees or contractors answer yes to any of the above, they will be immediately instructed to self-isolate for 14 days. If they are feeling unwell or experiencing any COVID-19 symptoms they will also be instructed to seek medical advice and undertake a COVID-19 test.

MANAGEMENT RESPONSIBILITIES

Management is responsible for asking staff the above questions prior to them attending a work site and ensuring that if the employee/contractor answers yes to any of the above that they immediately self-isolate. They will engage in regular communication to ensure that if the answer to any of these questions change, they become immediately aware.

Management will also ensure that staff are aware of the appropriate health precautions to protect themselves and others.

HEALTH PRECAUTIONS

Employees and contractors will:

- Practice good hygiene and make frequent use of hand cleaning and sanitising. Soap and water will be utilised for hand hygiene and will be used when the hands are visibly soiled. However, alcohol-based sanitiser will be used if soap and water are not available, except for when hands are visibly soiled.
- Maintain physical distance from others.
- Avoid touching their face while cleaning.
- Follow cough etiquette and respiratory hygiene.



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COVID-19 PROCEDURE

When disinfecting a site, cleaning is an essential part of the process as dirt and grime can inactivate disinfectants. There is variation in the length of time that the virus that causes COVID-19 remains on inanimate surfaces due to environmental factors such as temperature and humidity. It is therefore most effective to inactivate coronavirus through cleaning and disinfection.

Routine cleaning of frequently touched surfaces will be undertaken.

Cleaning equipment including mop heads and cloths will be washed using hot water and dried completely before re-use. Cleaning equipment including buckets will be empty and cleaned with disinfectant and dried completely before re-use. All chemicals utilised by Cinderella's Commercial Cleaning are approved by the Therapeutic Goods Administration.

In the case of a positive test result at the cleaning site:

- Staff will be provided with a correctly fitting personal protective equipment and education around how to use it safely.
- Staff with the appropriate COVID-19 cleaning qualifications will be assigned to the site.
- One cleaning and disinfection has been completed disposable cloths and personal protective equipment will be disposed of appropriately.

Employer Signature: by: _____

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Date: 1/7/2020

Name & Position: Mark Ferdinands, Managing Director.