


## Cross Contamination Prevention Policy Entrances

Notion Services recognises that we have a duty of care toward our clients with regards to the cleanliness of the premises we are contracted to clean. Therefore in order to outline that our company complies with industry recognised best practice methods of cleaning, and as a result provides an impeccable cleaning standard, our company complies with the following elements which prevents the cross contamination of bacteria and dirt. We have implemented this policy to ensure consumer confidence and satisfaction of service.

- 1) The storage trolley and mopping equipment is either made of metal or plastic which prevents the opportunity for germs and bacteria to breed, and is easy to keep clean. We do not use wooden mop, squeegee, or deck scrubber handles.
- 2) Mop heads and cloths are regularly cleaned, and then disposed on a lifecycle basis (depending on the frequency of use) to ensure that the tools we use are in the best condition.
- 3) Best practice industry guidelines dictate that a colour-coded cleaning system is the most effective method of preventing the cross contamination of germs and bacteria between areas. We have implemented this system and our storage trolley, cloths, and mop and buckets are colour coded per area of use.
- 4) Our Staff are trained on the importance of Cross Contamination prevention, and the process we have adopted is frequently audited to ensure it is being used in the correct manner.
- 5) We pledge to immediately re-train any persons identified of non-compliance the audit.
- 6) We pledge to use anti-bactericidal products to help eliminate germs at source to further strengthen our prevention policy.
- 7) We regularly clean light switches, door furniture, handles, and phones and keyboards (with the express permission of the client) to help prevent ill health spreading during the flu and cold season.
- 8) We provide appropriate disposable protective clothing (such as disposable aprons/shoes) for cleaning high risk areas.
- 9) We recognise it is considered best practice to periodically 'deep clean' a premises, over and above the standard frequent maintenance clean, in order to ensure dirt, dust, and bacteria is kept to a minimum.
- 10) Refuse is removed and placed into the correct receptacle for the type of waste, and any specialist waste is managed responsibly, removed and destroyed by certified companies.

We will communicate this policy to all of our employees and provide training where necessary to raise awareness of environmental issues. We will review this policy on an annual basis, taking account of any changes within legislation and our organisation, and other factors.

NAME: John Durman  
POSITION: Managing Director  
SIGNED:   
DATED: 16<sup>th</sup> May 2017