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1. OBJECT

Establish cleaning and disinfection standards for the different areas of the HOTEL PLAZA DEL LILI, such as administrative areas, work stations, common areas, among others, in order to keep them clean and to guarantee adequate and safe working environments.

2. SCOPE

This procedure applies to all work areas of the Hotel Plaza Lili, and is mandatory for the staff involved in cleaning and disinfection activities.

3. STEP BY STEP FOR THE CLEANING AND DISINFECTION OF THE HOTEL'S COMMON AREAS

To start the area to be cleaned and disinfected must be aerated, which means that there must be a constant flow of air, if the area is isolated, it must be first:

If you have air conditioning, it should be turned off initially.


Open doors and windows

Allow to air for approximately 10 minutes

After this time start with cleaning and disinfection

To start with the cleaning and disinfection, follow the steps below:

1. Properly use the corresponding personal protective equipment (PPE) for the prevention of Coronavirus (mask, gloves, goggles, apron)
2. Staff must perform hand hygiene with soap and water before and after the cleaning and disinfection activity.
3. Clean areas and surfaces by removing dust and dirt for effective disinfection; wipes for cleaning and disinfection must be clean.
4. Disinfection of household appliances that have direct contact with people, such as computers, remote controls, telephones, printers, among others.
5. Clean handles, handrails, switches and other frequently used objects that come into direct contact with people with appropriate disinfectants.

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CHANGE MANAGEMENT:

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APPROVAL MANAGEMENT:

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