	<b>OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM</b>	<b>CODE</b>
		PRO-SST-05-00
	<b>ROOM DISINFECTION PROCESS</b>	<b>DATE</b>
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## 1. OBJECT

Establish cleaning and disinfection rules for the rooms of the HOTEL PLAZA DEL LILI, in order to keep them clean, disinfected and in order to guarantee an adequate environment for our clients.

## 2. SCOPE

This procedure applies to the cleaning area of the HOTEL PLAZA DEL LILI, and is mandatory for the personnel involved in the cleaning and disinfection activities.

## 3. STEP BY STEP FOR THE CLEANING AND DISINFECTION OF ROOMS


Initially the room must be aired, meaning that when the cleaning staff enters the room and the air conditioning is on, it must be aired first:

- ⇒ Turn off the air conditioning
- ⇒ Open the windows
- ⇒ Allow the room to air out for approximately 10 minutes
- ⇒ After this time start with cleaning and disinfection

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

1. Enter the rooms with the corresponding personal protective equipment (PPE) for the prevention of Coronavirus (mask, gloves, goggles and plastic apron).
2. The staff must perform hand hygiene with soap and water before and after performing 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 remote controls and other electronic devices, door handles, windows and bathrooms that have direct contact with guests and that are inside the room should be done by spraying alcohol or hypochlorite and then wiping with a dry cloth.
5. Floor and bathroom areas should be washed with common powder detergent, and then disinfected with products among which hypochlorite or quaternary ammonium is recommended, and left in contact with surfaces for 5 to 10 minutes and then removed with a clean, damp cloth or otherwise removed with abundant water.



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**CHANGE MANAGEMENT:**

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**APPROVAL MANAGEMENT:**

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