

JLSG Inns Ltd Safe System of Work	Housekeeping During COVID-19	Prepared by	Date
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<p>This safe system of work has been developed with reference to UK Government Guidance for employers and businesses on coronavirus (COVID-19).</p>			
<p>You must read, understand and follow the safe systems of work, standard operating procedures in place for your health, safety and welfare. Correctly use all equipment and PPE provided and cooperate with your employer on health and safety matters. You MUST inform your manager if you identify any equipment defects; and ensure your activities do not put yourself or others at risk.</p>			
<p>Hazards (potential to cause harm)</p>			
<ul style="list-style-type: none"> Contracting the coronavirus (Covid 19) whilst at work. You are at increased risk of severe illness from coronavirus if you have an underlying health condition or are pregnant, see Government guidelines for more details. 			
<p>Precautions (measures taken to reduce risk of harm)</p>			
<ul style="list-style-type: none"> Staff will be issued with their own personal visor & individual hand sanitiser to wear when serving in downstairs trading areas. These should be cleaned down with sanitiser periodically and stored in their lockers when not in work. Hand sanitisers should be used at the end of each task being carried out. Staff will ask guests if they would like their room serviced if staying multiple nights (See Check in SSOW). Anyone wanting rooms serviced should be asked to put any personal items in their wardrobe and left in a toilet bag in the bathroom, so that housekeeping can clean effectively without touching / moving lots of personal items Guests will need to vacate their rooms whilst cleaning takes place. If they are self isolating then cleaning will not take place. Staff to clean as they would normally with the addition of sanitising all surfaces. Increased attention should be made to high contact points like light switches, door handles, safe deposit boxes, toilet seats, remote controls (where applicable), toilet seats etc Linen should be removed and bagged up as per Shortridges SSOW email All cups, saucers & glasses must be washed within the dishwashers rather than by hand. 			
<p>Name</p>	<p>Signature</p>	<p>Date</p>	