

## Infection Prevention & Control Guidance

## Coronavirus update 18.03.20

- We have taken proactive steps in the last 2 weeks to support our clients and staff.
- We have contacted all Indepth cleaning operatives to inform us if they have travelled to or have been in close contact with a visitor from Mainland China / South Korea / Iran or Italy in the last 14 days.
- All new recruits are being asked if they are at risk before appointment.
- Our UK Hub is in constant contact with our operatives and staff throughout the UK advising them of the current HM Government requirements.
- Our Business Continuity Plan was implemented on the 03.03.20 and we have now have remotely working staff and management running our business and UK Hub.

- We have a Virus Management Team meeting each day at 9.30am to collate the latest data for distributed to all staff and operatives.
- During last week we also implemented a 10% increase in cleaning across the UK using our Touch Point cleaning proposal.
- The 'Just Incase' prevention of infection box, has been very successful and is in demand with our clients.
- During the last 2 weeks our cleaners have received various instructions and leaflets, some of which have been available to our clients which promote the 6 stages of hand cleaning.

We would like to thank our cleaning staff, Regional/Area Managers and the UK Hub for their superb support and our clients for their understanding as we manage a fundamental and essential part of their business.

Due to the extreme volumes of correspondence that we are receiving and with the possibility of staff needing to self-isolate with no notice, in order to ensure we are recording and actioning your enquiries appropriately, we would kindly ask that you do not use personally addressed emails for the foreseeable.

Please direct all correspondence to the UK Hub by emailing ukhub@indepth-cleaning.co.uk this will ensure a prompt response from the right member of staff or the

