



# Sun-Shine Cleaning Services

High Quality Cleaning and Professional Key Holding Services  
for Private Homes, Holiday Rentals and all Commercial Premises

**Telephone: (+34) 643 76 15 82**

Web: [www.sun-shinecleaningservices.com](http://www.sun-shinecleaningservices.com)

Email: [sunshinecleaning.es@gmail.com](mailto:sunshinecleaning.es@gmail.com)

## CORONAVIRUS

**SEE HOW WE ARE PROTECTING OUR CUSTOMERS AND TEAM MEMBERS**

The safety of everyone is paramount to us – we will continue to monitor government guidelines and adjust where required.



**Sun-Shine Cleaning Services** are going above and beyond any legal requirement to ensure the safety and well-being of all our Customers and Team Members due to the risk of COVID-19 – here's how we are controlling our work structures.

- All Team Members will always wear suitable and sufficient face protection where a 2-meter social distance cannot be achieved.
- All Team Members will always wear disposable hand protection.
- Team Members will sanitise all areas which have been touched to avoid any cross-contamination risk.
- All PPE used will be sealed in double bags and removed for clinical disposal after each assignment.
- All Team Members will always operate a two-meter social distancing protocol as much as reasonably practicable.
- All Team Members will self-temperature check prior to attending any work assignment – this data will be recorded on a documented check sheet.



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- A full contact log will be retained with details of all those present at any time for track and trace.
- Customers are required to inform **Sun-Shine Cleaning Services** Management Team of any recently confirmed cases of COVID-19 or suspected outbreaks in the last 21 days.
- All equipment will be cleaned and sterilised upon completion of each assignment.

Our 'Team Members' will give additional attention to the following frequently used items;

- Chair Handles and Backs
- Coffee Machines and Kettles
- Desktops
- Door Glass and Handles
- Computer Mice and Keyboards
- Toilets and Washbasins
- Water Towers
- Light Switches (including lamps)
- Microwaves and Toasters
- Paper Towel Dispensers
- Vending Machines
- Staplers and Removers
- Stair Handrails
- Refrigerator Doors
- Printers

Should any Team Members show any one of the symptoms related to COVID-19, they will immediately self-isolate and the **Sun-Shine Cleaning Services** Management Team will inform the customer and local authorities within 2 hours giving details of all recent contacts for the purpose of 'Track and Trace'.

Thank you for your anticipated cooperation & Stay Safe!

Phil & Jackie Taylor

**Sun-Shine Cleaning Services**

Business Owners



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## Sun-Shine Cleaning Services Fitness to Work Document

This must be completed by all Team Members daily and retained for inspection by the Sun-Shine Cleaning Services Management Team.

Team Member's Name	Job Number	Date	Body Temperature & Time Recorded	Any Symptoms Shown



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## Sun-Shine Cleaning Services Track & Trace Document

This must be completed by all Team Members who have had direct contact (within 2 meters) with any other person during their work assignment.

Team Member's Name	Job Number	Date	Persons who you have had contact with	Persons Email or Contact Number

**Data Protection:** This document will be retained for 21 days prior to being destroyed. No information on this document will be handed to anyone except for the relevant authorities upon request. No information will be used for any marketing or sales purposes. Completed forms will always be held securely.