

Covid-19 Cleaning Guide

2021



CONTENT

COVID-19/Coronavirus

What Is The Coronavirus? Page 4

Social Distancing Page 5

Protect Your Employees & Customers

Personal Protection Page 7

Hand Washing - Soap & Water Page 8

Hand Washing - Sanitiser Page 9

How To Wear Disposable Gloves Page 10

How To Wear A Disposable Mask Page 11

Re-opening Preparation

General Cleaning Page 13

Cloth Folding Method Page 14

Accommodation Cleaning Page 15

Identifying High Level Touch Points

High Level Touch Points Page 17

Disinfection Services Page 20

Air Purification Page 21

Product Recommendations Page 22

COVID-19/
Coronavirus



WHAT IS THE CORONAVIRUS?



What is coronavirus (Covid-19)?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

What are the common symptoms?

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

Most common symptoms:

- 🦠 Fever
- 🦠 Dry Cough
- 🦠 Tiredness

How does the coronavirus disease spread?

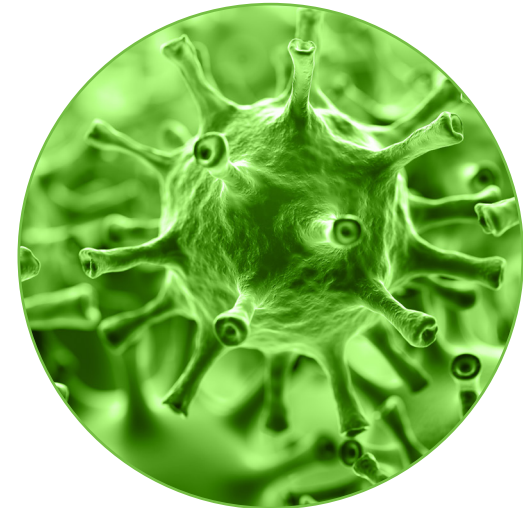
Data from published epidemiology and virologic studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

Transmission routes for COVID-19, include:

- 🦠 Sneezing, coughing and speaking
- 🦠 Personal contact, such as touching or shaking hands
- 🦠 Touching surfaces or objects contaminated with virus particles, then touching your eyes, mouth or nose.

Reducing the Infection risk

- 🦠 Social distancing
- 🦠 Avoid touching your eyes, mouth and nose
- 🦠 Clean and disinfect hard surfaces and high touch points using approved Citron/Admiral Viricidal Disinfectant



HUMAN CONTACT



AIR TRANSMISSION



CONTAMINATED OBJECTS

SAFETY ADVICE

Remember - 'Hands. Face. Space.'



Hands

Wash your hands regularly and for at least 20 seconds



Face

Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.



Space

Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings)

People with the virus can spread it to others up to about 2 metres away. Viruses spread mainly by droplets made when people with the virus cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. A person also might get the virus by touching a surface or object that had a virus on it and then touching their own mouth, nose or possibly their eyes.



Wash your Hands



Stop Shaking Hands



Keep a 2 Metre Distance



Avoid Sick People



Avoid Groups



Helping You Protect Your
Employees and Customers

PERSONAL PROTECTION

Hand Care



Dispenser Stand



Auto Hand Sanitiser



Manual Hand Sanitiser



PPE



Nitrile & Vinyl Gloves

Disposable Aprons



3ply Face Mask

Visors





HAND WASHING - SOAP & WATER

Hand Washing Technique - With Soap and Water

Effective hand washing is the most important and easiest way to protect against infection.

Wash and dry or sanitise your hands frequently. Always wash or sanitise your hands before and after preparing and eating food, after coughing, sneezing or visiting the toilet. *The duration of the entire procedure should last about 15 - 30 seconds. This is the same as humming the 'Happy Birthday' song through twice.*

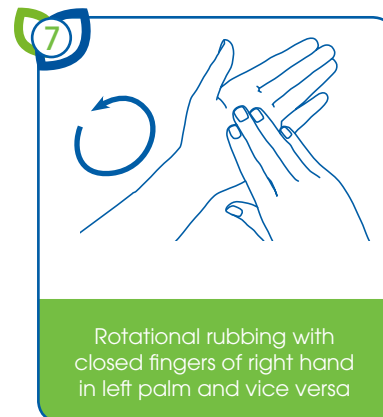
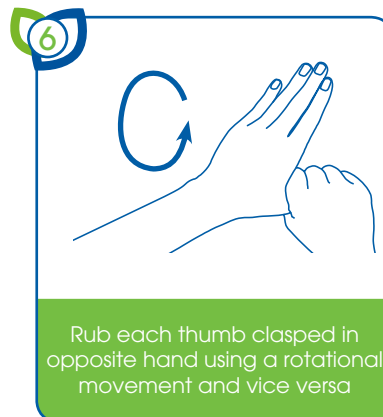
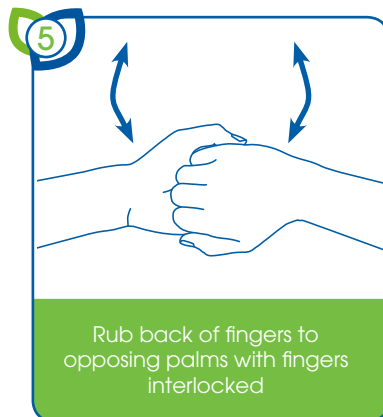
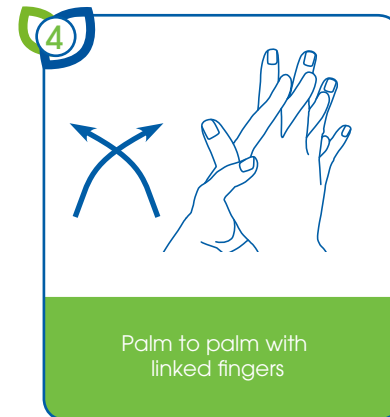
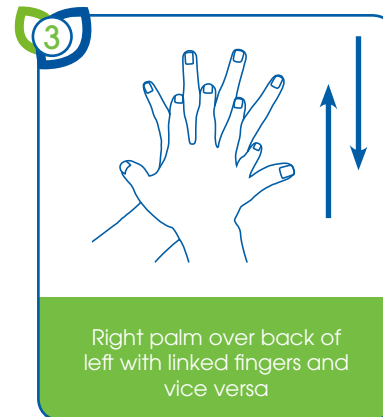


HAND WASHING - SANITISER

Hand Washing Technique - With Sanitiser

Effective hand washing is the most important and easiest way to protect against infection.

Wash and dry or sanitise your hands frequently. If soap and water are not available use a hand sanitiser. *The duration of the entire procedure should last about 15 - 30 seconds. This is the same as humming the 'Happy Birthday' song through twice.*

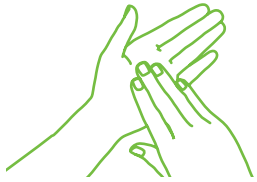


HOW TO WEAR DISPOSABLE GLOVES



How To Don Gloves

1



Clean hands by rubbing with an alcohol-based hand rub or by washing with soap and water

2



Take out a glove from its original box

3



Touch only the surface of the glove corresponding to the wrist (at the top edge of the cuff)

4



Don the first glove

5



Take the second glove with the bare hand and touch only a restricted surface of the glove corresponding to the wrist

6



Avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, permitting to glove the second hand

7



Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

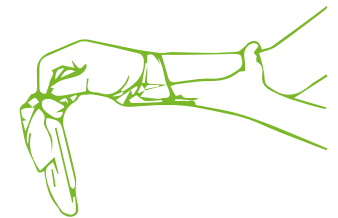
How To Remove Gloves

1



Pinch on glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, allowing the glove to turn inside out

2



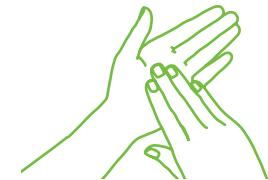
Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove

3



Discard the removed glove

4



Clean hands by rubbing with an alcohol-based hand rub or by washing with soap and water

The **World Health Organisation** states that **gloves, face masks, wipes and paper tissues** should be hygienically disposed of using a **closed bin**.



HOW TO WEAR A DISPOSABLE MASK

How To Don a Mask

1

Wash your hands with soap and water.

2

OUT

IN

Determine which side is the front. The coloured side is usually the front and should face away from you, while the white side touches your face.

3

TOP

Determine which side is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mould to the shape of your nose.

4

Hold the mask by the ear loops. Place a loop around each ear.

5

Pull the bottom of the mask over your mouth and chin.

6

Mould or pinch the stiff edge to the shape of your nose.

How To Remove a Mask

1

Handle by ear-loops. Wash your hands as front of mask is dirty. Remove from face, in a downward direction, using ear-loops

2

Discard mask in a tiger bag/PPE disposal unit

3

Wash your hands with soap and water.



Washing your hands frequently and observing social distancing is still the best way to prevent the spread of infectious illnesses like coronavirus. Face masks/coverings do not replace either of these requirements.



Re-opening
Preparation

GENERAL CLEANING

Disinfection Guidelines for General Cleaning

Clean and disinfect hard surfaces and high-touch points such as handrails, door handles, push plates, lift buttons etc. with a certified (BS EN14476) disinfectant spray such as Admiral Virucidal Disinfectant.



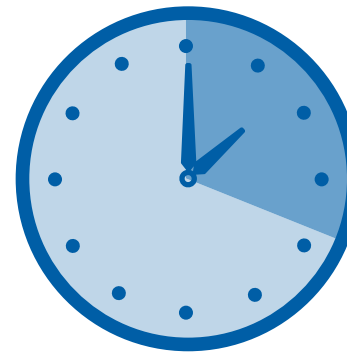
Stage 1

Pre-clean surfaces using current recommended effective cleaning chemicals.



Stage 2

Using a certified disinfectant with proven efficacy against enveloped viruses such as Admiral Virucidal Disinfectant, spray or wipe onto the surface.



Stage 3

Allow a minimum contact time of 5 minutes.



Stage 4

Wipe off with a disposable cloth or allow to air dry.



Post COVID-19:

Increase cleaning / disinfecting frequency in common areas to at least every 2 hours with the recommended disinfectant.

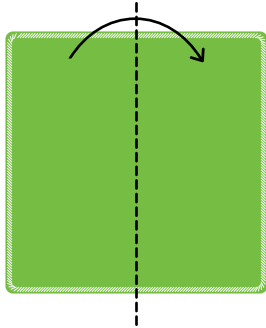
CLOTH FOLDING METHOD



Cloth Folding Method – 8 Sides of Cleaning

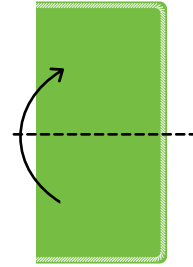
1

Fold cloth in half



2

Then fold cloth in half again



3

Cloth is now folded into quarters with 8 cleaning sides



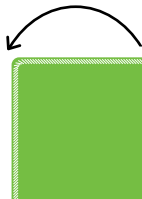
4

Clean surface



5

Change cleaning side of cloth



6

Clean next surface



ACCOMMODATION CLEANING

Procedure for Using Virucidal Disinfectant for Accommodation Cleaning

- 1** Wear PPE and position relevant warning signs.
- 2** Dispose of any loose soiling from the surfaces.
- 3** Remove bed linen and place in a sealed bag for laundering.
- 4 Cleaning Stage**
- Using your current effective cleaning chemicals pre clean all hard surfaces and high touch points using a clean microfibre or disposable cloth.
- 5** Dispose of cloth into sealed bag for disposal or laundering (Microfibre only)
- 6 Disinfection Stage - Hard Surfaces**
- Using Admiral virucidal disinfectant, apply product generously to all hard surfaces. Use a clean cloth or paper towel to ensure all surfaces are covered.
- 7** Allow a minimum contact time of 5 minutes.
- 8** Leave the room. Close and lock the door, to prevent recontamination.
- 9** Transfer PPE and disposable cloths / paper towels to a sealed bag for disposal or to a dedicated Citron PPE Disposal bin.
- 10** Laundry bag should be transferred to laundry and washed at the earliest opportunity.
- 11** Wash hands thoroughly.

ALWAYS WEAR CORRECT PPE
Gloves, Apron, Goggles & Face Mask
Avoid Touching Face During Procedure





Identifying High Level Touch Points

HIGH LEVEL TOUCH POINTS

Guest Room - High Level Touch Points



- ① Handles & Door Knobs
- ② Light Switches & Controls
- ③ Taps, Showers & Toilet Handles
- ④ Waste Bins
- ⑤ Iron, Iron Boards & Luggage Racks
- ⑥ Telephones
- ⑦ Bed & Bedding
- ⑧ Tables & Desk
- ⑨ Door & Window Handles



Post COVID-19:

Increase cleaning / disinfecting frequency in common areas to at least every 2 hours with the recommended disinfectant

HIGH LEVEL TOUCH POINTS



BACK OF HOUSE

- Door Handles, Push Plates & Handrails
- Operation Switches for All Equipment
- Lift Controls
- Corridors
- Offices
- Storage Areas
- Light Switch & Controls
- Loading Bay
- Staff Facilities

RESTROOMS

- Door Handles, Push Plates & Handrails
- Taps & Toilet Handles
- Dispenser Handle & Push Plates
- Baby Changing Tables
- Waste Bin Lids

KITCHEN / CANTEENS

- Door Handles, Push Plates & Handrails
- Operation Switches for All Equipment
- Dispenser Handles
- Handles for Refrigerators & Freezers
- Hand Wash Taps
- Hand Soap Dispenser
- Waste Bin Lids
- Cleaning Tools & Computers

HIGH LEVEL TOUCH POINTS

GOLF, SPA & FITNESS

- Door Handles, Push Plates & Handrails
- Telephones
- Tables, Chairs/Armrests & Stools
- Beverage Stations
- Payment / Vending Machines
- Retail Areas
- Waste Bin Lids
- Counter And Desks
- Sauna & Wet Areas
- Fitness Equipment
- Golf Clubs & Buggies
- Lockers & Washrooms

PUBLIC AREA

- Door Handles, Push Plates & Handrails
- Telephones & Dial Pads
- Table, Chairs, Armrests & Stools
- Coffee & Beverage Stations
- Payment / Vending Machines
- Retail Areas
- Waste Bin Lids
- Touch Screens
- Lifts
- Counter & Desk



Post COVID-19:

Increase cleaning / disinfecting frequency in common areas to at least every 2 hours with the recommended disinfectant



DISINFECTION SERVICES

Sani-Defence

Citron's Professional Disinfection Fogging Service is designed for customers that are concerned about the potential for virus or bacteria contamination of their facility. The process uses a highly effective biocide suitable for air, surface and water disinfection, which is effective at helping minimise the spread of COVID-19 Coronavirus.

The non-hazardous and highly effective product used as part of our fogging process is truly biodegradable and leaves no residue behind.



Sani-Plus

Electrostatic spraying that is harmless yet highly effective. The Sani-Plus 360° system delivers refined, superior sanitising results to help safeguard employees and protect your precious spaces.

Because when shared spaces or surfaces really matter and you want to ensure your premises are helping protect your people, trust Citron Hygiene to deliver the most advanced sanitising solution available.



Sani-Guard

This service is designed to minimise virus and bacteria contamination using an electrostatic spray gun or sprayer (ESD). Sani-Guard sprayers are superior to any other sprayer, mister or fogger. This cutting-edge system combines electrostatic technology that empowers our technicians to effectively disinfect more thoroughly than ever before. The disinfection fluid used instantly kills more than 100 Pathogens including Coronavirus, SARS, Avian Influenza and kills C-Diff in less than 2 minutes. It offers up to 48 hours antimicrobial activity (it carries on working as a persistent solution).



Sani-Shield

Using AEGIS®, surfaces will receive an antimicrobial treatment that provides added protection against bacteria, mould, mildew, algae and yeast for a prolonged period. SaniShield™ is an antimicrobial treatment which protects surfaces against bacteria and other impurities by forming a protective coating that molecularly bonds with surfaces during application. The protective coating inhibits growth of microbes on surfaces and provides antimicrobial protection for 12 months.



AIR PURIFICATION

Clear the air with the CitronClear Odour Neutraliser

The Citron Clear is an environmentally friendly solution, which using the latest UV technology, removes malodours by eliminating airborne and surface bacteria and reduces airborne VOC's. It uses 4 types of technology, operates around the clock and is chemical free. It is the leading air care solution of its kind and offers unbeatable performance.

In tests the CitronClear was shown to reduce background bacteria levels by 85% within 2 hours. This is the only product on the market with this option.

The UV lamp in this unit is proven to be 99.9% effective against bacteria and viruses .



Why is this product different to others on the market?

- ✔ In tests the CitronClear has shown to reduce background levels of bacteria by 85%. This is the only product on the market with this option
- ✔ Chemical free - no odour masking
- ✔ The UV lamp in this unit is 99.9% effective against bacteria and viruses
- ✔ Reduces airborne VOC's
- ✔ Portable - can be used anywhere
- ✔ Modern, sleek design to fit into any workplace environment.
- ✔ No filters. Any effective filters begin to deteriorate from day 1 and once clogged can actually emit harmful VOC's



4 Types of Techonology

The Citron Clear uses the most advanced technologies, the combination of which results in high level oxidation (plus the action of ultra violet), which significantly reduces all the polluting organic matter and odours in the air. Low noise, compact unit and energy saving motor making the Citron Clear very popular in all environments. Fully programmable allowing you to on/off time for the ozone. A two hour boost option available for when the ozone is switched off.

PRODUCT RECOMMENDATIONS



Product	Code
Virucidal Disinfectant 6x750ml	DI0008/CASE
Manual Hand Sanitiser / Soap Dispenser (800ml)	DISP406
Automatic Sensored Hand Sanitiser / Soap Dispenser (1,100ml)	DISP407
Hand Sanitiser 100ml	GEL100/SG
Hand Sanitiser 500ml	GEL500/EACH
Hand Sanitiser 5ltr	GEL5LTR
Blue Oversleeves (2000)	GS0092
Disposable Face Mask 3ply Type 1 Fmsk01 (Box of 50)	MASK2
Yellow/Black Tiger Striped Waste Sacks	PS0161
Disposable Aprons (Roll 100) Blue	A305
Disposable Aprons (Roll 100) White	A310
Lightweight Disposable Cloths (Pack of 50) Blue	SER191/B
Lightweight Disposable Cloths (Pack of 50) Green	SER191/G
Lightweight Disposable Cloths (Pack of 50) Red	SER191/R
Lightweight Disposable Cloths (Pack of 50) Yellow	SER191/Y
Microfibre Cloth - Blue Pk 10	SER376/BLUE/PK
Microfibre Cloth - Yellow Pk 10	SER376/YELL/PK
Microfibre Cloth - Green Pk 10	SER376/GRN/PK
Microfibre Cloth - Red Pk 10	SER376/RED/PK
Coveralls Medium	SER294/M
Face Visors (Pack of 10)	SER305
Blue Nitrile Gloves (P/Free) M 100	SER458/M
Blue Nitrile Gloves (P/Free) L 100	SER458/L
Blue Nitrile Gloves (P/Free) XI 100	SER458/XL
Surface Disinfectant Wipes (Tub of 100)	SER622/100



PRODUCT RECOMMENDATIONS

Product	Code
Overshoes - Blue (Box of 2000)	SER673
Blue Vinyl Gloves Large Powder-Free (Pack 100)	SHA049/B/L
Blue Vinyl Gloves Medium Powder-Free(Pack 100)	SHA049/B/M
Blue Vinyl Gloves Small Powder-Free (Pack 100)	SHA049/B/S
Blue Vinyl Gloves Powder-Free X-Large (Pack 100)	SHA049/B/XL
Vinyl Gloves Large Powder-Free(Pack 100)	SHA049/L
Vinyl Gloves (P/Free) 100 Medium	SHA049/M/NEW
Vinyl Gloves Small Powder-Free (Pack 100)	SHA049/S
Vinyl Gloves X-Large Powder-Free (Pack 100)	SHA049/XL
Latex Gloves Large (Pack 100)	SHA050/L
Latex Gloves Medium (Pack 100)	SHA050/M
Latex Gloves Small (Pack 100)	SHA050/S
Latex Gloves Medium (Pack 100)	SHA050/XL
Latex Powdered Gloves Large (Pack 100)	SHA070/L
Latex Powdered Gloves Medium (Pack 100)	SHA070/M
Latex Powdered Gloves Small (Pack 100)	SHA070/S
Clear Vinyl Gloves Powdered Large (Pack of 100)	SHA072/L
Clear Vinyl Gloves Powdered Medium (Pack of 100)	SHA072/M
Clear Vinyl Gloves Powdered Small (Pack of 100)	SHA072/S
Clear Vinyl Gloves Powdered X-Large (Pack of 100)	SHA072/XL
Endosan 3 Disinfectant 5l	SPC38
Sani-Defence Disinfection Service	
Sani-Plus Disinfection Service	
Sani-Guard Disinfection Service	
CitronClear Odour Neutraliser	



Building healthy spaces™

citron
HYGIENE

Citron Hygiene UK Limited
Telephone: 01530 278 920

citronhygiene.co.uk