



# Best practices

***The safety of our household helps is our absolute priority. That is why we closely follow studies and advice and continuously adjust our measures and instructions.***

## Symptoms

Coughing and fever are not the first symptoms of the coronavirus. Other symptoms are loss of taste and smell, and further coughing, fever, shortness of breath, sore throat, headache, muscle pain, eye pain, diarrhea and fatigue.

## Sick?

Do you have any symptoms? Call your doctor. Do you get sick in the workplace? Then contact the **corona emergency number +32 (0)2 267 35 78** and then your family doctor.

## We repeat the basic rules

- Keep enough distance - at least 1.5 meters.
- Wash your hands regularly with soap and water or hand alcohol gel.
- Use paper towels to dry your hands.
- If you don't have a handkerchief on hand, sneeze or cough in your arm cavity.
- Use a paper handkerchief and immediately throw it away in a closed garbage can.
- Stay at home if you are ill and have (possibly) come into contact with the virus.
- Wash your work clothes at (at least) 60°C every day.
- Touch your face as little as possible with your hands/gloves.
- Do not give your hands or pillow.
- Bring your own drinks and packed lunch to the client. Do not accept drinks from your client such as coffee, tea, etc.. This is for your own safety as well as the safety of the client.

## Mouth masks

When you comply with all safety rules, the use of a mouth mask is NOT REQUIRED while cleaning.

When is THE BEST TIME to wear a mouth mask?  
With customers at risk: 60+, people with cardiovascular disease, diabetes, chronic respiratory

disease and cancer patients. If you are not in the same room then you should not wear a mouth mask.

If the mouth mask is dirty or damaged you should immediately throw it away in a closed garbage can.

Only washable mouth masks can be reused.

- Wash the mouth mask every evening at 60°C or iron it at a high temperature. You can also briefly immerse the mask in boiling water to sterilize it.
- Insert a new filter every day. Use a coffee filter, for example.

## Our two types of gloves

- Disposable gloves: can be used once. Throw them away after use in a closed garbage can.
- Household gloves: can be reused several times. After use, wash the gloves with soap and water, dry and disinfect them, turn them inside out (make sure they are dry) and store them safely.

*! Throw away the gloves if they show cracks and/or damage.*

*! Wash your gloves the way you wash your hands. Sufficiently thorough and long : palm and back of the glove, between the fingers and at the tips as well as the neck of the glove and dry carefully with a disposable towel.*

## Disinfect the touch points and the polishing material.

Never spray directly on the surface/object to be cleaned! Use a kitchen roll, disposable towel or a clean towel and spray on it. Wipe away spills and drips immediately.

Do not spray on wooden objects or surfaces to avoid damage.

## Prohibited activities

It is not allowed to change the beds, do the laundry or empty bins.



<p style="text-align: center;"><b>This checklist is intended for your own use.</b></p> <p style="text-align: center;"><i>Before starting work, you can use this checklist to check whether you can safely get to work.</i></p>		OK	NOK
<b>1. Health care</b>			
1	I haven't shown any symptoms in the last 7 days (loss of taste and smell, coughing, fever, fatigue, shortness of breath, sore throat, headache, muscle ache, eye pain, diarrhea).	<input type="checkbox"/>	<input type="checkbox"/>
2	If I don't feel well or if I show symptoms, I contact the corona emergency number, the doctor and notify the office.	<input type="checkbox"/>	<input type="checkbox"/>
3	I express my concern for the health of my clients by asking about it. I also share my own health feelings. If I notice that my clients are showing symptoms, I first contact the corona emergency number and then notify the office.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Personal protection</b>			
4	I use a mouth mask when I need to come or work in the immediate vicinity of a customer who belongs to the risk group.	<input type="checkbox"/>	<input type="checkbox"/>
5	I only wear my gloves when cleaning unhygienic surfaces (such as when cleaning toilets) and when using concentrated or irritating products.	<input type="checkbox"/>	<input type="checkbox"/>
6	I use disposable wipes to dry my hands.	<input type="checkbox"/>	<input type="checkbox"/>
7	I have plenty of work clothes.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Social distance</b>			
8	I'm not gonna sit in the same room unnecessarily. The client is (preferably) in another room.	<input type="checkbox"/>	<input type="checkbox"/>
9	I keep enough distance from other people, at least 1.5 meters.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Hygiene</b>			
10	I regularly wash my hands, correctly and sufficiently long (40 sec.), with soap.	<input type="checkbox"/>	<input type="checkbox"/>
11	I don't touch my face, not even with gloves.	<input type="checkbox"/>	<input type="checkbox"/>
12	I disinfect the polish beforehand.	<input type="checkbox"/>	<input type="checkbox"/>
13	I am in possession of detergents (water, soap, detergents and the disinfecting alcohol 70 %).	<input type="checkbox"/>	<input type="checkbox"/>
14	I disinfect the touch points at the beginning and at the end of the works.	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If you have any questions or do not feel safe in a certain work situation, please call our corona emergency number +32 (0)2 267 35 78.</b></p>			