

## **Mandatory cleaning procedure (at the end of each day)**

**Cleaning routine, before leaving the lab (on both stories). To be done with the cleaning solution described below.**

- Every door knobs
- Every light switches
- Every computer keyboard and mouse
- Every work desk surfaces
- Lunch table
- Meeting room table after each use
- Microwave door and numeric panel
- Fridge door handle
- Taps of all the bathrooms
- Every surface that can be touched without gloves in the lab.

### **General safety measures**

- While no employee shows any symptoms of the COVID-19, the cleaning can be done using the cleaning solution described below.
- Should an employee start showing symptoms, a deep disinfection shall be done using a Disinfection solution (described below).
  - Of course, any person showing symptoms needs to be quarantined at home for at least 14 days.
- Cleaning will be ensured daily by the project managers, on a rotating order. The PM is not required to do the cleaning him/herself but needs to make sure that it is done.

### ***Cleaning solution***

- *300 ml water*
- *100 ml vinegar*
- *Drops of liquid dish soap*

### ***Disinfecting solution***

- 450 ml water
- 50 ml bleach

**\*\*Cleaning should be done with gloves. Cleaned surfaces need to be rinsed with water\*\***