

Guideline: Facility Management

The facilities management and janitorial staff have an important role in providing a clean and safe work environment.

- Ensure that all contact details, home addresses of janitorial staff are available for traceability in the event of a crisis
- Ensure that the company providing janitorial services does not introduce new workers without prior approval
- Establish a procedure to ensure that any staff member does not engage in cleaning duties while unwell
- Educate janitorial staff on COVID-19 and personal hygiene measures to be followed, especially when using public transport
- Provide a pack of disinfectant/personal care products for their use
- Increase cleaning on shared areas and surfaces such as door access buttons, door handles, remote control units, stair railings and elevator panels (e.g. at a minimum of every two hours)
- Install hand-sanitizer units at every entry point to the premises, washrooms, lunch areas along with units installed within the work areas as well

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