

Sanitisation Process for contact points.



Sanitisation Process:

At Car Care Perfection Car Care Ltd we have implemented additional cleaning steps to safeguard our staff and customers from the transmission of Covid-19, these additional steps will see the sanitation of the main contact points on a customers vehicle.

This process will be carried out before and after all jobs. This process is mandatory and if a customer refuses for the car to be sanitised prior to commencing work, Car Perfection Car Care can refuse to undertake the work quoted for.

Application:

Sanitiser will not be sprayed directly onto any surface of the vehicle.

Apply Sanitiser to a section of paper towel or soft cloth until it can be applied to a surface without being saturated. Wipe across all surfaces thoroughly. Once the roll has been used please dispose of appropriately.

- a. The sanitisation process is a manual cleaning process. This is to ensure that we minimise the risks of COVID-19 transmission to our staff whilst completing any jobs, as well as to minimise the risk of transmission from our staff to customers when returning the vehicle.
- b. These cleaning steps will form a mandatory part of the way Car Perfection Car Care operates for the foreseeable future. The cleaning process must be undertaken on receipt of the vehicle from the customer and prior to our staff member moving the vehicle where possible, and the process must be repeated prior to handing the vehicle over to the customer.
- c. **Touchpoints include:**
 - i. Keys and or Starter buttons.
 - ii. Internal & External Door handles (Drivers & Passenger)
 - iii. Steering Wheel
 - iv. Rear-view mirror
 - v. Hand brake
 - vi. Gear selector
 - vii. indicator stems and light controls
 - viii. Seat belt buckles.

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- d. Once the steering wheel has been cleaned with Sanitiser, install the steering wheel cover.



- e. Maintain social distancing of 2 meters between colleagues and/or customers in accordance with UK GOV guidance at all times.
- f. Wear nitrile gloves and safety glasses where necessary. Avoid touching your face whilst wearing the gloves.
- g. When the Customer arrives to a site, ask that the key is deposited in a tray which minimises the risk of transfer and the Key can be cleaned correctly. Reverse this process when handing the customer their keys back.
- h. Staff should always sanitise and/or wash their hands before putting on the nitrile gloves and ensure that they wash their hands and/or sanitise after removing nitrile gloves.
- i. When removing nitrile gloves, please follow UK GOV guidelines on how to remove Gloves. Always dispose of used gloves immediately and never reuse or share.
- j. Staff members should clean their tools and equipment after every job and ensure that shared equipment is sanitised after every use.