



## Cleaning and disinfection protocols

Cleaning staff are present at the same time as other staff.

We recommend a daily cleaning of all work equipment accessories and parts that are touched by hand (computers, keyboards, mouses, machine controls, tools, etc.).

Thorough cleaning and disinfection of the air conditioning systems has been carried out.

Luneta, S.L., the company that handles cleaning tasks at IQS, has made a Covid-19 cleaning action protocol and sent it to us.

The following figure shows the instructions included in this protocol.

### Cleaning and disinfection instructions for contact areas

We recommend using an **alcohol-based solution** to disinfect all areas that are likely to be touched, such as:

- Light switches
- Furniture
- Handles on closets
- Elevator buttons
- Dispensers
- Computers
- Benches
- Gatehouse
- Keyboards
- Water fountains
- Desktops
- Doorknobs
- Vending machines
- Faucets
- Telephones
- Toilet lids and seats
- Turnstiles
- Timesheets
- Mouses

Type of cleaning: Manual sanitization with a cloth and an alcohol-based solution.

Chemical product: Alcohol-based solution.

Notes: Pay special attention to likely contact areas. The cleaning frequency can be modified in terms of the conditions on site. However, **we recommend cleaning at least once daily**.

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