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4.1. SANITIZATION OF OFFICES, SALES COUNTER, VEHICLES GSE EQUIPMENT and PPE

This procedure for sanitization of offices, shops, vehicles, and Ground Support Equipment has been developed for the prevention of transmission of COVID-19.

4.1.1. Materials Required

- Proper Mops
- Clean Rags
- Spray Bottle
- Disinfectants:
 - Alcohol-based Disinfectants [For porous materials like fabrics and electronics displays, switches] Special care for the fire hazards should be taken.
 - Liquid Bleach or other disinfectants for hard non-porous surfaces like railings, table-tops, door handles, flush knobs of the toilet, taps, etc
- Masks
- Water Proof/Plastic Aprons
- Protective Eye Gear
- Rubber Gloves
- Measuring Cup
- Container for preparation of bleach solution

These materials inadequate amount shall be supplied continuously to all the stations with information to the respective contact personnel by General Service Department.

4.1.2. Procedure for Sanitization

Dedicated trained personnel shall perform the sanitizing jobs for each office premises and various equipment to maintain the schedule of sanitization as follows and log the same accordingly in General Sanitization Log (Appendix 7):

1. Whole office premises will be sanitized twice a day; before work start and at midday: **Responsibility of Cleaning Staff**

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2. Sanitization of the places that are frequently touched like toilet flush knobs & taps, door handles, table tops, railings etc should be sanitized every 2 hours: **Responsibility of Cleaning Staff**
3. All Baggage will be disinfected prior loading and Baggage Trolleys will be sprayed with disinfection twice a day before work start and at midday: **Responsibility of assigned Loaders**
4. All vehicles – transport vans, ramp buses, and vans etc will be sanitized after every use: **Responsibility of the Drivers on Duty**
5. Canteen: the dining tables, food preparation table-tops, and the canteen utensils shall be sanitized after every use: **Responsibility of Canteen Staff**
6. Aircraft will be thoroughly sanitized after completion of last flight of the day and frequently touched places like seat handles, trays, overhead handles, railing, toilets etc will be sanitized after every flight at all stations. **Responsibilities: TIA - Cleaning Staff and Out Station – Loader**

4.1.3. Critical Areas for Sanitizations [Frequently Touched Areas]

Offices: Railings of Stair Case and Passages, Door Handle, Tabletops, Arm Rest of Chairs/Sofas, Telephone [if used by multiple personnel], Computer Keyboard/mouse [if used by multiple personnel] Switches for Lights, Cupboard Handles etc.

Baggage Trolley: Trolley Floor Area and Side Railings

Vehicles: Door Handles and railings, Passenger Seats, Overhead Railings, and Straps for Standing Passengers, Window Sliding Handle, In the case of driver change: Driver Seat, Steering Wheel, Gear Lever, etc.

Ground Support Equipment: Instrument Panel/Switches for Operation of GSE, Railings of various trestles etc

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Canteen: Dining Tables/Chairs, Wash Basin Faucet, countertop, kitchen top, and food preparation table-top.

1. The person doing the cleaning shall wear a mask, rubber gloves, waterproof aprons, and protective eyes gear.
2. The assigned personnel for sanitization shall ensure the surfaces to be sanitized is free from dirt and grit. If necessary, one should clean the area with water and detergent. The area should be dry before the commencement of sanitization.
3. The sanitization should be carried out in the well-ventilated condition.
4. In the case of using standard sanitization/disinfectant products, one should strictly follow the “instruction for use” labelled on the product itself.
5. In the case of using a bleach solution, the diluted bleach solution should have been prepared and stored properly within the last 24 hours for its effectiveness.
6. The area to be sanitized is to be sprayed by the diluted bleach solution or standard disinfectant and soaked for 5 minutes for better results. For frequent repetitive sanitization of the area, the soaking time can be considered as 1 minute. Then the area is to be wiped out with the clean rag to make the surface dry. Additionally, the soaked area can be rinsed thoroughly with water and let the area dry naturally.
7. The diluted bleach solution is not be used on electrical switches, instrument panels, electronic display, and porous materials like fabrics and wood. It is recommended to use the 70% alcohol-based sanitizers or solution of standard disinfectant for these areas.

4.2. SAFETY PRECAUTION FOR BLEACH SOLUTION

- As the bleach solution is corrosive nature, the spray of bleach solution should NOT create a pool of solution over the surface or into the corners so that difficult to wipe out completely by the rag.
- Never mix bleach with any product containing ammonia or acids (such as toilet bowl cleaners, rust removers, etc.) as it’s dangerous.

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- Avoid touching the eyes. If bleach gets into the eyes, immediately rinse with water for at least 15 minutes and consult a doctor.
- The unused diluted bleach solution is to be disposed to drain after 24 hours of its preparation. The bleach solution is to be further diluted prior to disposing to the drain.

4.3. PREPARATION OF DILUTED BLEACH SOLUTION

Material Required: Bleach [Household Liquid Bleach] or Bleaching Powder and water. **Note: The expiry of Bleach is generally one year from its manufactured date.**

Measuring Cup and Bucket/Container

Protective gear: Mask, rubber gloves, plastic apron, and face shield (recommended).

Keep windows open when diluting or using bleach to ensure good ventilation.

1. Put on protective gear when diluting or using bleach as it irritates mucous membranes, the skin, and the airway.
2. Coldwater should be used for dilution as hot water decomposes the active ingredient of bleach and renders it ineffective.
3. Wearing the gloves, carefully measure the bleach and add it to the water solution to have a 0.12% Sodium Hypochlorite solution.

Liquid Bleach Type	Amount of Bleach	Amount of Water
2% Sodium Hypochlorite Active Ingredient	15 mL	240 mL
3% Sodium Hypochlorite Active Ingredient	10 mL	240 mL
4% Sodium Hypochlorite Active Ingredient	7.5 mL	240 mL
5% Sodium Hypochlorite Active Ingredient	6 mL	240 mL
6% Sodium Hypochlorite Active Ingredient	5 mL	240 mL
7% Sodium Hypochlorite Active Ingredient	4.5 mL	240 mL
8% Sodium Hypochlorite Active Ingredient	3.75 mL	240 mL
9% Sodium Hypochlorite Active Ingredient	3.5 mL	240 mL
10% Sodium Hypochlorite Active Ingredient	3 mL	240 mL

- Finally, wash hands with liquid soap, then dry hands with a clean towel or disposable towel.

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4.3.1. Precautions

- Avoid touching the eyes. If bleach gets into the eyes, immediately rinse with water for at least 15 minutes and consult a doctor.
- Bleach should not be used together or mixed with other household detergents as this reduces its effectiveness in disinfection and causes chemical reactions. For instance, toxic gas is produced when bleach is mixed with acidic detergents such as those used for toilet cleaning. This could result in accidents and injuries. If necessary, use detergents first and rinse thoroughly with water before using bleach for disinfection.
- As undiluted bleach liberates a toxic gas when exposed to sunlight, it should be stored in a cool and shaded place out of reach of children.
- Sodium hypochlorite decomposes with time. To ensure its effectiveness, it is advised to purchase recently produced bleach and avoid over-stocking.
- For effective disinfection, diluted bleach should be used within 24 hours after preparation as decomposition increases with time if left unused.

Everyone is encouraged to report any discrepancies in the workplace to one's superior and strict disciplinary action shall be taken for the sake of the benefit of all. At the same time, it is also encouraged to report for any additional areas to be sanitized.

NOTE: As the sanitization/disinfection will be carried out more frequently than usually done, all the concern personnel are required to report any observation of adverse effect on materials and people to immediate supervisor and COVID-19 Committee member in order to study, analyze and update of sanitizer/disinfectant and/or process/procedures of disinfection/sanitization as required.

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4.4. SANITIZATION OF PPE

4.4.1. Apron/ Body suit:

- Exercise caution while removing apron/body suit
- Wash/disinfect hand after removal of Apron/body suit
- To avoid cross contamination while transporting, the apron/ body suit must be placed in leak proof plastic bag, sprayed by disinfectant and safely transported back home
- To sanitize, wash with soap/detergent water, soak in bleach solution and dry after each use

4.4.2. Face Shield:

- After each use, sanitize the face shield by thoroughly wiping with alcohol-based sanitizer and dry

4.4.3 Reusable mask:

- Reusable mask must be thoroughly washed with soap/detergent water and dried on a daily basis
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