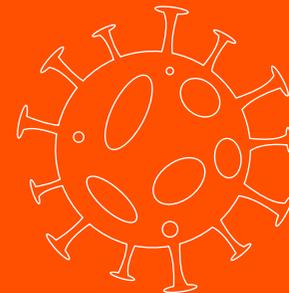
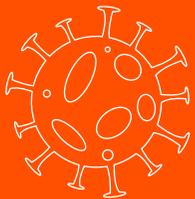
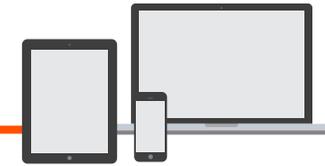


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Cleaning recommendations



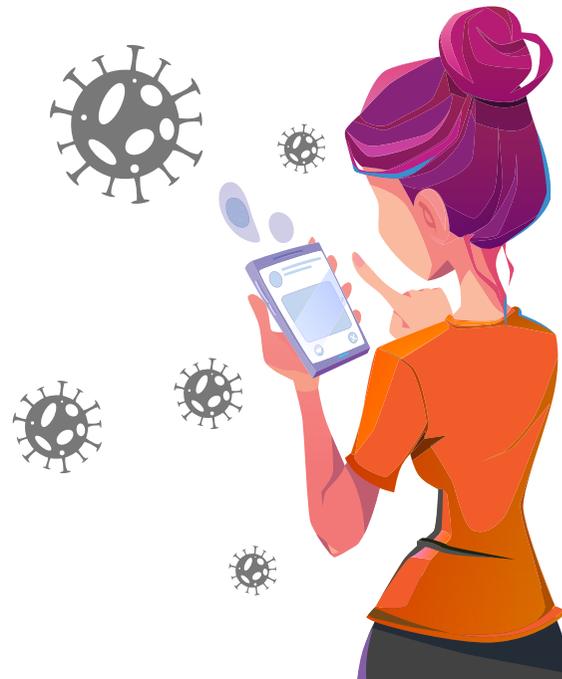


How to Disinfect your Device to Prevent CORONAVIRUS:

The Coronavirus **can live for 9 days** on surfaces such as metal, glass or plastic.
A mobile handset has **10 times more bacteria** than a toilet seat.

RECOMMENDATION:

1. **Clean regularly** telephones, computers, tablets etc. that are frequently touched and get close to the nose and mouth.
2. **Wash your hands with soap and water** every time you stop using your mobile device.



SAFE CLEANING:

1. **Wash your hands** before cleaning your device.
2. **Unplug and turn off** the device.
3. Use of a **mix of water and alcohol** in the same proportions is recommended.
4. Soak a **soft cloth** and have another at hand for drying.

AVOID:



- Pure, undiluted alcohol
- Window/Glass cleaners
- Bathroom or kitchen cleaners
- Hand sanitiser gel
- Makeup remover wipes
- Paper towels
- Applying too much pressure to the mobile's screen
- Spraying the liquid directly on the device

Van Cleaning

MESSENGERS

Frequently clean (at least once per day) contact surfaces: keys, steering wheel, door handles, parts of the seatbelt that are touched, armrests, gearstick and all controls, buttons or screens that may have been touched.



In addition, **if the vehicle is used by more than one person**, it must be **cleaned between work shifts** in order to avoid infection between colleagues.



Clean the cargo area when the vehicle is empty in order to avoid damage to the goods transported and be sure that the whole surface is cleaned.



Solutions that contain at least 70% alcohol may be used. For example, wipes with 70% isopropyl alcohol.



Warning! Leather or imitation-leather upholstery can withstand cleaning with products containing alcohol, but if used frequently may cause damage or discolouration. For this reason, it is better to use soap and water and lightly scrub these areas.

Cleaning Office Equipment

CLEANING THE KEYBOARD AND MOUSE:



To clean the computer **keyboard** as well as the **mouse**, it is most important to **unplug or turn off the computer**. Next, clean the surface with a **microfibre or cotton cloth** and a little **70% isopropyl alcohol mixed** with water.



To **clean thoroughly**, a **spray and cotton bud soaked with the mix of alcohol and water** may be used to clean between the keys and the mouse's grooves and gaps.



Finally, it is recommended that you **go over everything with a dry cloth in order to eliminate any humidity** that may have remained on the surface and wait until it is all completely dry before reconnecting.



Remember to clean other surfaces, such as **telephones, desks and computer screens**, in the same way and frequently.



Please take into account the fact that isopropyl alcohol may contribute to the more rapid deterioration of the screen. For this reason, it is **better to apply this alcohol very sparingly** whenever cleaning the screen.