**Annex II**

**Requirements for cleaning and disinfection of the office**

General

1. All common areas shall be disinfected in regular intervals, the EAM will arrange for the disinfection of its premises with a chlorine-based solution prior to the opening of the office and thereafter periodically or as required. Electronics can be disinfected by using a Clorox disinfectant wipe or a wipe containing 70 per cent alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer’s recommendations and warning label.
2. Other regular or periodic disinfection shall be arranged as follows:
3. Disinfecting of electronic equipment shall be exercised in regular intervals. EAM shall ensure that an alcohol-based disinfection spray and wipes are made available and distributed to Mission Personnel;
4. Surface disinfectants will be available in every office, kitchen and conference room;
5. Paper towels will be available for each office;
6. Trash bins with cover and foot pedal will be available near each exit to dispose of PPE and similar bio-waste;
7. Hand sanitizers will be placed, as a minimum, near the entrance areas on both floors as well as in toilets.

**Office maintenance and cleaning**

Office maintenance and cleaning shall be organized as follows:

1. The offices shall be cleaned on a daily basis
2. Time of cleaning flexible and to be set/agreed by office lessee;
3. All water dispensers will be cleaned and disinfected prior to the start of operations from the office.

**Doors**

To minimize the need for touching door handles and to minimize exposure, the following measures shall be observed:

1. To the extent possible, all office and kitchen doors in the EAM shall remain open at all times;
2. Only those doors which require so for fire, security or privacy reasons will remain closed; the sanitizing dispensers will be available next to them;
3. Notwithstanding the above, all door handles in the EAM offices shall be cleaned and disinfected on a frequent basis by hotel cleaning staff, if this is not practically possible, EAM shall ensure that the disinfecting is practiced in regular intervals.