



PORT ELIZABETH
HEAD OFFICE: 10 Caseley Street, Korsten
Tel: 041 451 4803 (24 hrs), Fax: 041 451 4810
E-mail: marlane@blunden.co.za or odette@blunden.co.za

PE AIRPORT OFFICE: Allister Miller Drive, Walmer
Airport Office Tel: 041 581 0411

GRAHAMSTOWN
Graham Hotel, 123 High Street, 6139, Tel: 046 622 7939, Cell: 083 658 7991

09 March 2020

ATTENTION : ALL BLUNDEN STAFF

STANDARD OPERATING PROCEDURE TO FOLLOW:-

Bathrooms : We have now replaced the normal hand wash, in all the bathrooms with a disinfectant hand wash – please wash your hands with the disinfectant wash then please proceed to use the hand sanitiser to sanitize your hands.

Offices : Each and every office is issued with hand sanitiser please make use of it. Also there are masks, disposable latex gloves and air sanitisers. We have also placed Dettol hand wipes in the offices

Air cons : All air cons (offices & coaches) are sprayed with a cleanair treatment disinfectant – this kills bacteria / kills germs / eradicates mould / eradicates fungus / eradicates smells

Cleaning staff : please take note that each and every vehicle needs to be thoroughly cleaned and sanitized – seats wiped down with disinfectant / sanitiser including all hand rails / parcel racks / floors etc.

Drivers : You are issued with the following items : hand sanitiser for the coach / air sanitiser / masks / disposable latex gloves. Please ensure that prior to passengers boarding the coach you sanitise your coach each and every time with the spray provided. Also advice the passengers to use the hand sanitiser provided.





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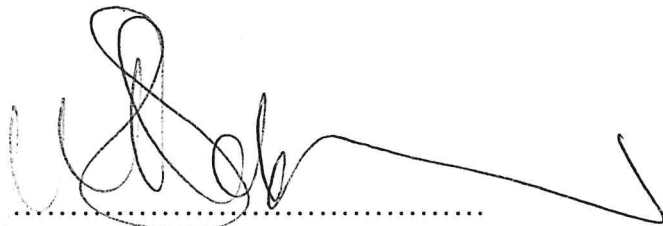
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Coaches : Will have the following items - hand sanitiser / air sanitiser mask & disposable gloves for the driver.

Operation Managers : Please ensure that all the cleaning staff / drivers adhere to the standard operating procedure and that they are issued with the following items : Hand sanitiser / air sanitiser / mask / disposable latex gloves

Should you have any queries or require additional information please discuss it with your Manager on duty.



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MARLANE BLUNDEN

