

# As You Like It Housekeeping, Referral Agency Inc.

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January 1, 2021

To all our Hero Housekeepers & Wonderful Clients,

In an effort to keep all of you safe, while still providing a service to our clients and income to our Housekeepers, we are passing on the following information.

1. Your health and safety, and your client's health and safety, is our number one priority in these challenging times.
2. At this time we are closely following CDC recommendations, as well as Local and State Government. We will be following all guidelines as they are announced. Attached is the latest notice from the CDC.
3. These guidelines include: **Social Distancing which basically means keeping a distance of at least 6 feet from other individuals. If you are experiencing difficulty with this, please call or text the office immediately.**
4. Please call or text **ALL** of your clients the day before to confirm that no one in their household is sick; and that they feel comfortable with you coming to clean and disinfect their home. At this time, we will **not be enforcing the 2 Business Day Notice of Cancellation, as this is such a fluid situation.**
5. If a client does wish to cancel or postpone a service call or text the office immediately. If we are not here leave a message. We will follow up with the client. **We will still be asking all clients to call the office (preferably a few days in advance) , if the have prior knowledge that they wish to cancel or postpone a cleaning.**
6. **If you are sick (and please take this seriously), do not go to work. Call or Text the office. If we are not in, leave a message. We will contact your client. If anyone in your household becomes sick, call or text the office.**

*Thank you all, stay safe and we will keep you updated, David, Nicole & Missy*

**HOUSEKEEPERS ONLY :**

7. Our offices will be providing gloves to be worn in the client's homes, or you can use your own. We strongly suggest this. We currently have a limited supply so only take enough for the following week's clients. One set per household. Dispose of the gloves in your client's trash and place trash in the outside trash bin. Wash your hands after removing your gloves.
8. We have masks on order. These are to provide comfort to your clients, and to prevent you from touching your nose and mouth while you are in their home. In the meantime, be conscious of this. Luckily, the products we use to clean will also be disinfecting the surfaces we touch.
9. We will be providing you all with envelopes each week. Please place your payment in these envelopes along with your receipts and a copy of your schedule.
10. While you are cleaning, please take the time to include disinfecting door knobs, cabinet handles and light switches. Your clients will appreciate you for this.
11. We are looking into a way to assist our more vulnerable clients. One of the ways in which we may be able to help is by running errands for them at a discounted rate. Picking up groceries, prescriptions, etc...These services must always be booked through the office and we will be checking with all our housekeepers to see who may be interested. More to follow on this soon.

Finally, we want to thank each and every one of you for all that you do. We have known many of you for years, and whether you have been with us 15 days or 15 years, we appreciate and enjoy working with every single one of you. Your truly are our Hero Housekeepers. Stay Safe and we will keep you updated.

David, Nicole and Missy

Finally, we want to thank you again

