

**Specification of Competency Standards**  
**for the Elderly Care Service Industry**  
**Unit of Competency**

Functional Area - Management

Title	Perform Daily Hygiene
Code	106144L1
Range	This unit of competency is applicable to employees in the elderly care service industry who are responsible for cleaning work. This competency should be performed under supervision. Employees are required to perform daily cleaning procedures and chores according to relevant guidelines of the institution, in order to ensure environmental cleanliness and hygiene .
Level	1
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Basic knowledge on cleanliness and environmental hygiene</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Understand the guidelines of the institution regarding cleanliness and hygiene</li> <li>• Understand knowledge on personal cleanliness and hygiene, for example, correct way to wash hands, and prevention of infectious diseases</li> <li>• Understand the scope of daily cleaning and their procedures and the areas that need to cover</li> </ul> <p>2. Perform daily cleaning under supervision</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Perform daily cleaning according to relevant guidelines of the institution, ensure environmental cleanliness and hygiene, including: <ul style="list-style-type: none"> <li>○ Dust the place and clear garbage daily</li> <li>○ Ensure rubbish bin is clean and well maintained</li> <li>○ Handle special wastes properly (such as medical waste)</li> <li>○ Keep the floor, stairs and walls clean and dry at all times</li> <li>○ Clean ventilation system, ensure the unit provides sufficient fresh air</li> <li>○ Check the ventilation system and clean it regularly, including air conditioners, air pipes, air outlets and air filters</li> <li>○ Clean furniture and lighting fixtures regularly</li> <li>○ Wash and sterilize various types of clothing</li> <li>○ Keep the drains clear</li> </ul> </li> <li>• Maintain personal hygiene, including: <ul style="list-style-type: none"> <li>○ Wash hands correctly</li> <li>○ Proper donning and doffing of personal protective equipment, such as surgical masks, goggles/face shield, hat</li> </ul> </li> <li>• Maintain respiratory hygiene / cough etiquette</li> <li>• Use cleaning tools correctly, in order to achieve the best cleaning results</li> <li>• Take proper precautions when handling dangerous cleansing agents according to relevant guidelines and procedures</li> <li>• Keep the food and utensils clean, for example,</li> <li>• Understand food hygiene (including storage and processing)</li> <li>• Understand the cleaning methods of various types of equipment and tools</li> <li>• Understand how to use disinfectants properly, such as bleach and antiseptics</li> <li>• Understand law and guidelines relevant to cleaning tasks, such as: <ul style="list-style-type: none"> <li>○ Occupational Safety and Health Ordinance</li> <li>○ Food Safety Ordinance</li> <li>○ Proper storage, transport and processing, and expiration dates of raw and cooked food</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Wear mask and gloves when processing food</li> <li>○ Maintaining hygiene of equipment and tools</li> <li>● Pay attention to cleanliness of daily environment, report to supervisor at once when there is serious hygienic problem</li> </ul> <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>● Strictly follow the institution's guideline regarding cleaning and hygiene</li> <li>● Understand the importance of environmental cleanliness and hygiene to elderlies</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Ability to perform daily cleaning chores as prescribed by the institution under supervision; and</li> <li>● Ability to maintain cleanliness and hygiene of the environment and food, provide a clean and safe environment for elderlies</li> </ul>
Remark	