

# Forty-Niner Shops, Inc.

## Cleaning Protocols

### Art Store

Manager  
Lily Villareal

Lead Staff  
Sam Lozada

Cleaning Station Location: Under Point-of-Sale Counter

Concern	Description	Action	Frequency
Employee Screening	COVID-19 symptom check	reporting to work is an attestation that employee is not exhibiting symptoms	COVID-19 survey to be completed only if employee is exhibiting symptoms
High Touch Areas	phones	wipe down and disinfect	after each use
	cooler doors, register counter, pin pads, counters, door push bars, light switches, hot water dispenser, coffee vending machine, self-service drawers, toaster, microwave, register station and keyboards, office keyboards, desks, desk chairs, cabinets, hand wash sink, time clock, AC control, and alarm panel	wipe down and disinfect	daily at closing
Shared Equipment	outdoor sign holders, Rubbermaid carts/dollies, safes, electric cart, office refrigerator	wipe down and disinfect	as needed
	computer workstations, trash mail bin, stair ladder, supply cabinet, mop bucket, and brooms	wipe down and disinfect	refrain from sharing, if used, wipe down after each use
Social Distancing	six feet between employees and guest distancing when possible	review seating/work area to ensure the highest level of social distancing. If social distancing is a challenge, review parameters to add barriers	daily, before each shift, and spot check throughout the day
Signage	floor stickers, arrows, and "wait here" signs	place signage in all areas to ensure employees and guests are reminded of protocol	as needed

Staff will be provided the above information and given instruction to help fulfill regular cleaning and health and safety initiatives.