

Forty-Niner Shops, Inc.

Cleaning Protocols

ID Card Services

Manager
Rico Ovalles

Lead Staff
Mina Burandt

Cleaning Station Location: Under ID Card Services 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	counters, keypad to hallway, doorknobs, and light switches	wipe down and disinfect	2 times a day start and mid-day
Shared Equipment	phones, keyboards, desks, desk chairs, cabinets, cameras, ID card portal and register	wipe down and disinfect	refrain from sharing; wipe down as needed
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.