

# Forty-Niner Shops, Inc.

## Cleaning Protocols

### University Bookstore

Manager  
Rico Ovalles

Lead Staff  
Randall McKean

#### Computer Store

Cleaning Station: Computer Store 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	computer demos	wipe down and disinfect	2 times a day start and mid-day
	computer register and computer phone	wipe down and disinfect	refrain from sharing, wipe down as needed

Manager  
Josie Ramirez

Lead Staff  
Michelle Jung

#### Copy Center

Cleaning Station Location: Copy Center Floor

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, paper cutters, and pens	wipe down and disinfect	3 times a day start, mid-day, and closing; always have sanitized pens available
	keypad and register	wipe down and disinfect	after each use
Shared Equipment	keyboards, desks, desk chairs, and cabinets	wipe down and disinfect	refrain from sharing, if used, wipe down after each use
	copy machines, all other machinery including laminating machine, paper cutter, box cutters, etc.	wipe down and disinfect	after each use

Manager  
Lily Villareal

Lead Staff  
Jordana Welti

**First and Second Floor Retail**

Cleaning Station Locations: Behind Frontline/Customer Service Counters and Hand Wash Sinks in Employee Bathrooms

<b>Concern</b>	<b>Description</b>	<b>Action</b>	<b>Frequency</b>
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, frontline register counters, register pin-pads, and Plexiglas	wipe down and disinfect	daily at closing
Shared Equipment	register stations, drawers, keyboards, computer workstations, phones, and clipboards	wipe down and disinfect	refrain from sharing, if used, wipe down after each use
	outside sign holders, stanchions, counters, banisters, tables, chairs, shopping baskets, Rubbermaid carts and dollies	wipe down and disinfect	as needed
	hooks, sign holders, and putting out merchandise	wipe down and disinfect	after each project

**General Location Procedures**

<b>Concern</b>	<b>Description</b>	<b>Action</b>	<b>Frequency</b>
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.