

# Forty-Niner Shops, Inc.

## Cleaning Protocols

### Text Office and Book Info

Manager  
Rico Ovalles  
Chano Rios

Lead Staff  
Various

Cleaning Station Location: Cleaning Supply Cabinet

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	door handles/bars, drawer handles, counter tops, worktables, shared desktop areas, demagnetizers, pens, pen holders for customers, TV monitor on/off buttons, remote, call buttons, stanchions, requisition binders, fans, refrigerator door handle, Keurig buttons, v-cart handles, broom/dustpan handles, and fans	wipe down and sanitize	2 times a day start and mid-day
Shared Equipment	keyboard, mouse, scanner, web order stamps, pens, pencils, staplers, tape dispensers, box cutters, hole puncher, phone, hand sanitizer dispensers, chairs, copier surfaces, and touchscreen/buttons	wipe down and disinfect	2 times a day, when in 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.**