

Forty-Niner Shops, Inc.

Cleaning Protocols

The Beach on 2nd Street

Manager
Lily Villareal

Lead Staff
Sam Lozada

Cleaning Station Location: Behind Register Counter, 2nd Street Office

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	register counters, pin-pads, and shopping baskets	wipe down and disinfect	daily at closing
	all doorknobs	wipe down and disinfect	as needed
	office light switches	wipe down and disinfect	as needed
Shared Equipment	register stations and keyboards, computer workstations, phones, office keyboards, desks, and cabinets	wipe down and disinfect	daily at closing
	hooks, sign holders, and putting out merchandise	wash hands thoroughly in employee bathroom	after each project
	outside sign holders, Rubbermaid carts and dollies, office safe, printer, employee time clock, AC, clipboards, and desk chairs	wipe down and disinfect	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.