

# Forty-Niner Shops, Inc.

## Cleaning Protocols

### Warehouse

Manager  
Jason Eisenmann

Lead Staff  
Andrea Wieck  
Desiree Ruiz  
Gisselle Ramirez Mirella Rodriguez

#### General/Housekeeping:

Cleaning Station Location: Next to Receiving

Concern	Description	Action	Frequency
High Touch Areas	curtains to sales floor	kept open	always
	curtains to outside	wipe down and disinfect	start and mid-day
	key box	wipe down and disinfect	start and mid-day
	light switches - warehouse entrance and data entry	wipe down and disinfect	start of day
Shared Equipment	cardboard bin and hangers	gloves/wash hands after handling	after use
	box cutter, pencils, pens, stickers, stapler, highlighters, and markers	provide each employee w/apron and equipment	refrain from sharing; if used, wipe down after each use
	broom, dustpan, vacuum, and tools	wipe down and disinfect	before use
	rack and mobile staircase in use	wipe down and disinfect	hourly and as needed after use
	microwave, water dispenser, and refrigerator handle	wipe down and disinfect	start and mid-day
	baler and electric cart	wipe down and disinfect	start of day
	trashcans	remove lids	perpetually

# Warehouse Cleaning Protocols continued...

Manager  
Jason Eisenmann

Lead Staff  
Andrea Wieck  
Desiree Ruiz  
Gisselle Ramirez Mirella Rodriguez

## Verifying

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
High Touch Areas	deck	wipe down and disinfect	start and mid-day
Shared Equipment	computers and printers	wipe down and disinfect	start and mid-day

## Receiving

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
High Touch Areas	chain, lift gate switch, deck, computers, chairs	wipe down and disinfect	start and mid-day
	pallet jack	wipe down and disinfect	start of day
	hand truck	wipe down and disinfect	with use
Shared Equipment	price gun, secur-tac gun	wipe down and disinfect	before use
	tape gun	individual use only	refrain from sharing; if used, wipe down after each use

## Stocking

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
Shared Equipment	mobile staircase, v-cart	wipe down and disinfect	start and midday, when in use

## Processing

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
High Touch Areas	GM/textbooks	gloves/wash hands after handling	as needed
Shared Equipment	silver rack (in use), computer, printer	wipe down and disinfect	start and mid-day

# Warehouse Cleaning Protocols continued...

Manager  
Jason Eisenmann

Lead Staff  
Bianca Williams

## Data Entry

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
High Touch Areas	light switch	wipe down and disinfect	start of day
	file cabinet handles	wipe down and disinfect	start and mid-day

Manager  
Jason Eisenmann

Lead Staff  
Melony Lara-Benitez

## Web Orders

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
High Touch Areas	merchandise	gloves/wash hands after	as needed
Shared Equipment	price gun	wipe down and disinfect	before use
	tape gun	individual use only	refrain from sharing; if used, wipe down after each use

## E-Commerce

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
Shared Equipment	web order bags	rotate 3 sets of bags to allow 2 days to air out in between uses	start of day, bags to be left near NCL bins in between use
	computer and printer	wipe down and disinfect	start and mid-day

## SHIPPING

Cleaning Station Locations: Next to Receiving

Concern	Description	Action	Frequency
Shared Equipment	computer, printer, tape gun, stamp	wipe down and disinfect	start and mid-day
	label printer	wipe down and disinfect	before use
	shipping/packing materials	gloves and wash hands after handling	as needed

# Warehouse Cleaning Protocols continued...

## General Location Procedures

Concern	Description	Action	Frequency
Employee Screening	COVID-19 symptom check	Reporting to work is an attestation that employee is not feeling symptoms	COVID survey to be completed only if employee is exhibiting symptoms
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.