

### Employee Screening

Description	Action	Frequency
COVID 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

Description	Action	Frequency
air in building	electrostatic spray	as needed
sanitation stations	place non-touch hand sanitizer stations at front office entrance and cash room entrance	as needed when unable to wash hands
front desk cash room counters, doorknobs, light switches	wipe down and disinfect	as needed

### Shared Equipment

Description	Action	Frequency
credit card terminal, cash counting machines, document delivery tube, kitchen area	wipe down and disinfect	as needed
copy machine	wipe down and disinfect	as needed
phones, keyboards, desks, desk chairs, and personal cabinets	wipe down and disinfect	as needed

Staff will be provided with the above information and given instruction to help fulfill regular cleaning and health and safety initiatives.