

### 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
phones	wipe down and disinfect	after each use or as needed
cooler doors, register counter, pin pads, counters, door push bars, light switches, hot water dispenser, coffee vending machine, self-service drawers, toaster, microwave, register station and keyboards, office keyboards, desks, desk chairs, cabinets, hand wash sink, time clock, AC control, and alarm panel	wipe down and disinfect	daily at closing
air in building	electrostatic spray	as needed

### Shared Equipment

Description	Action	Frequency
outdoor sign holders, Rubbermaid carts/dollies, safes, electric cart, office refrigerator	wipe down and disinfect	as needed
computer workstations, trash mail bin, stair ladder, supply cabinet, mop bucket, and brooms	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.