

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
phones	wipe down and disinfect	as needed
cooler doors, counters, door handles, reader, hot water dispenser, light switches, register counters and pin-pads, seating area (out of service)	wipe down and disinfect	once a day or as needed
alarm panel, desks, desk chairs, cabinets, hand wash sink, register stations and keyboards, three compartment sink, time clock	wipe down and disinfect	at closing

Shared Equipment

Description	Action	Frequency
Carts and safes	wipe down and disinfect	as needed
stanchions, microwave	wipe down and disinfect	as needed
computer workstations, storage cabinet doors, mop bucket and brooms	wipe down and disinfect	once a day or as needed

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