

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 office entrance	as needed when unable to wash hands and for guests
desks, desk chair, cabinets, doorknobs, light switches	wipe down and disinfect	once a day and as needed
back-office tables and kitchen area	wipe down and disinfect	once a day and as needed

Shared Equipment

Description	Action	Frequency
copy machine and cabinet keys	wipe down and disinfect	once a day or as needed
phones, keyboards, desks, desk chairs, and personal cabinets	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.