

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
cooler doors, counters, door handles, EBT 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, mop sink, register stations and keyboards, three compartment sink, time clock, walk-in cooler door	wipe down and disinfect	once a day or as needed
front desk cash room counters, door-knobs, light switches and phones	wipe down and disinfect	once a day and as needed

Shared Equipment

Description	Action	Frequency
Rubbermaid carts and dollies, safes	wipe down and disinfect	once a day or as needed
stanchions, microwave	wipe down and disinfect	once a day or 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.