

### 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	as needed when unable to wash hands
front desk counters, door- knobs, light switches	wipe down and disinfect	once a day and as needed

### Shared Equipment

Description	Action	Frequency
back-office tables and kitchen area	wipe down and disinfect	after each use
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	as needed

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