

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
counters, keypad to hallway, doorknobs, and light switches	wipe down and disinfect	as needed
air in building	electrostatic spray	as needed

Shared Equipment

Description	Action	Frequency
phones, keyboards, desks, desk chairs, cabinets, cameras, ID card portal and register	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.