BEACH SHOPS

Cleaning Protocol: INFORMATION TECHNOLOGY (IT)

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
counters, doorknobs, door keypad, light switches	wipe down and disinfect	once a day or as needed

Shared Equipment

Description	Action	Frequency
phones, keyboards, desks, desk chairs, and cabinets	wipe down and disinfect	once a day or as needed
any device that enters IT department	wipe down and disinfect	as needed

Drop/Pickup

Description	Action	Frequency
computers, cables, keyboards, mouses	wipe down and disinfect	once a day or as needed

Support at User Site

Description	Action	Frequency
work area, keyboard, mouse	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.