

### 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 and 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 and as needed
stanchions, microwave	wipe down and disinfect	once a day and as needed
computer workstations, storage cabinet doors, mop bucket and brooms	wipe down and disinfect	once a day and as needed

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