

### 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
door handles/bars, drawer handles, counter tops, worktables, shared desktop areas, demagnetizers, pens, pen holders for customers, TV monitor on/off buttons, remote, call buttons, stanchions, requisition binders, fans, refrigerator door handle, Keurig buttons, v-cart handles, broom/dustpan handles, and fans	wipe down and disinfect	once a day or as needed

### Shared Equipment

Description	Action	Frequency
keyboard, mouse, scanner, web order stamps, pens, pencils, staplers, tape dispensers, box cutters, hole puncher, phone, hand sanitizer dispensers, chairs, copier surfaces, and touchscreen/buttons	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.