



Forty-Niner Shops, Inc

Cleaning Protocols

Accounting

MANAGERS:

 TOM COLLIER

LEAD STAFF:

 QUYNH HO

CLEANING STATION LOCATION:

 SUPPLIES CABINET

CONCERN	DESCRIPTION	ACTION	FREQUENCY
EMPLOYEE SCREENING	COVID Symptom Check	confirm employees take daily survey and have no symptoms	daily before coming to campus and as necessary when feeling ill; random audits will be conducted to ensure staff compliance
HIGH TOUCH AREAS	air in building	electrostatic spray	weekly on Thursdays with electrostatic machine provided by INX
	large plexiglass shields	place in front of high touch desks in front office and cash room	semi-permanent fixture; cleaned by electrostatic spray
	sanitation stations	place non-touch hand sanitizer stations at front office entrance and cash room entrance	as needed when unable to wash hands
	front desk cash room counters, doorknobs, light switches	wipe down and disinfect	once a day and as needed after use
SHARED EQUIPMENT	credit card terminal, cash counting machines, document delivery tube, kitchen area	wipe down and disinfect	after each use
	copy machine	wipe down and disinfect	once a day or as needed
	phones, keyboards, desks, desk chairs, and personal cabinets	wipe down and disinfect	refrain from sharing; wipe down after each use if we do
SOCIAL DISTANCING	6ft between employees and guest distancing where possible	review seating/work area to ensure the highest level of social distancing, where possible; if social distancing is a challenge, add barriers	daily, before each shift, and spot check throughout the day
SIGNAGE	floor stickers, arrows, wait here signs	place signage in the front office and cash room to ensure employees and guests are reminded of protocol	as needed

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