



# Forty-Niner Shops, Inc

## Cleaning Protocols

### Art Store

MANAGERS:  
 \_\_\_\_\_  
 PATRICK JOYCE

LEAD STAFF:  
 \_\_\_\_\_  
 VARIOUS

CLEANING STATION LOCATION:  
 UNDER POINT OF SALE COUNTER

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
HIGH TOUCH AREAS	phones	wipe down and disinfect	after each use
	cooler doors, register counter and pinpads, counters, door push bars, light switches, back stock drawers, hot water dispenser, coffee vending machine, self service drawers, VTS machine	wipe down and disinfect	every 30 minutes
	register station and keyboards, office keyboards, desks, desk chairs, and cabinets, hand wash sink, time clock, AC control, alarm panel	wipe down and disinfect	once a day and as needed after use
SHARED EQUIPMENT	outdoor sign holders, rubbermaid carts/dollies, safes, electric cart, office refrigerator	wipe down and disinfect	after each use
	stanchions, microwave	wipe down and disinfect	every 30 minutes
	computer workstations, trash mail bin, stair ladder, supply cabinet, mop bucket and brooms	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 to en-sure 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.**