



Forty-Niner Shops, Inc

Cleaning Protocols

The Beach on 2nd Street

MANAGER:
LILY VILLAREAL

LEAD STAFF:
KARREN TRAC

CLEANING STATION LOCATIONS:
BEHIND REGISTER COUNTER, 2ND STREET OFFICE

CONCERN	DESCRIPTION	ACTION	FREQUENCY
EMPLOYEE SCREENING	COVID Symptom Check	confirm employees take daily survey and have no symptoms; employees must send notification to supervisor/manager that this was completed	daily before coming to campus and as necessary when feeling ill
HIGH TOUCH AREAS	register counters and pin-pads, shopping baskets	wipe down and disinfect	after each customer
	doorknobs	wipe down and disinfect	3 times/day - opening, middle, and closing
	office doorknobs	wipe down and disinfect	2 times/day - middle and closing
	office light switches	wipe down and disinfect	end of the day
SHARED EQUIPMENT	register stations and keyboards, computer workstations, phones, clipboards, office keyboards, desks, desk chairs, and cabinets	wipe down and disinfect	refrain from sharing; wipe down after each use if we do
	hooks, sign holders, putting out merchandise	wash hands thoroughly; sink available in employee bathroom	after each project
	outside sign holders, Rubbermaid carts and dollies, office safe and printer, employee time clock, air conditioner	wipe down and disinfect	after each use
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 office to ensure employees and guests are reminded of protocol; evaluate continually	as needed

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