



Forty-Niner Shops, Inc

Cleaning Protocols

Course Materials and Book Info

MANAGERS:

ROCHELL MCCOY
& RICO OVALLES

LEAD STAFF:

VARIOUS

CLEANING STATION LOCATION:

CLEANING SUPPLY 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
HIGH TOUCH AREAS	air in building	electrostatic spray	daily with electrostatic machine provided by INX
	door handles/bars, drawer handles, counter tops, work tables, shared desktop areas, demagnetizers, pen/pen holders for customers, TV monitor on/off buttons, remote, call buttons, stanchions, requisition binders, fans, refrigerator door handle, Keurig buttons	wipe down and sanitize	3 times/day
	v-cart handles, broom/dustpan handles, fans	wipe down and disinfect	3 times/day if used
SHARED EQUIPMENT	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	refrain from sharing; wipe down at least 3 times/day 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 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.