



Forty-Niner Shops, Inc

Cleaning Protocols

Human Resources

MANAGERS:

ROSA HERNANDEZ
& SANDRA RAMIREZ

LEAD STAFF:

SANDRA RAMIREZ
& ELIANA DIAZ

CLEANING STATION LOCATION:

BACK OFFICE

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	large plexiglass shields, air in building	electrostatic spray	weekly with electrostatic machine provided by INX
	sanitation stations	place non-touch hand sanitizer stations at front office entrance	as needed when unable to wash hands
	front desk counters, door-knobs, light switches	wipe down and disinfect	once a day and as needed after use
SHARED EQUIPMENT	back office tables and kitchen area	wipe down and disinfect	after each use
	copy machine and cabinet keys	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 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.