



Forty-Niner Shops, Inc

Cleaning Protocols

ID Card Services

MANAGER:
OWEN ELLIS

LEAD STAFF:
SUZEL GONZALEZ

CLEANING STATION LOCATION:
UNDER ID CARD SVS. COUNTER

| 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 | counters, keypad to hallway, doorknobs, light switches | wipe down and disinfect | 3 times/day - opening, middle, and closing |
| SHARED EQUIPMENT | phones, keyboards, desks, desk chairs, and cabinets | wipe down and disinfect | refrain from sharing; wipe down after each use if we do |
| | camera, ID card portal and register | 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.