



Forty-Niner Shops, Inc Cleaning Protocols

IT

MANAGERS:

MAJID ZAHEDI

LEAD STAFF:

J PEREZ

CLEANING STATION LOCATION:

TABLE INSIDE OF IT ROOM

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	large plexiglass shields, air in building	electrostatic spray	as needed with electrostatic machine provided by INX
	counters, doorknobs, door keypad, light switches	wipe down and disinfect	3 times/day - opening, middle, and end of shift
SHARED EQUIPMENT	phones, keyboards, desks, desk chairs, and cabinets	wipe down and disinfect	refrain from sharing; wipe down after each use if we do
	any device that enters IT department	wipe down and disinfect	after each use
DROP/PICKUP	computers, cables, keyboards, mouses	wipe down and disinfect	before distribution and after equipment is returned
SUPPORT AT USER SITE	work area, keyboard, mouse	wipe down and disinfect	before and after support performed
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.