



Forty-Niner Shops, Inc

Cleaning Protocols

Outpost Grill

MANAGERS:

SUSIE URIARTE
& MARGIE RAMIREZ

LEAD STAFF:

VARIOUS

BACK OF HOUSE

CLEANING STATION LOCATIONS: STATION SANITIZER BUCKET, DISH AREA CLEANING SUPPLIES, OR KITCHEN SUPPLY/EQUIPMENT AREA

CONCERN	DESCRIPTION	ACTION	FREQUENCY
CONTACT AREAS AND EQUIPMENT	counters and cutting boards, refrigeration handles and doors, station cooking utensils, POS printers/bumpers, timer buttons, faucet handles	sanitize and change gloves	after each use
	single-use equipment, food prep utensils, pans, cutting boards, equipment power buttons	sanitize and change gloves	every 2 hours
	changing cooking stations	sanitize and change gloves	during breaks and lunches or shift changes
SAFE FOOD HANDLING	ready to eat foods	use single use gloves and suitable utensils when handling RTE foods	follow single glove use policy
	food storage, cooking and chilling foods	cover or wrap food containers to prevent cross contamination	after/during food preparation, serving and as part if closing

Staff will be provided the above information and given instruction to help fulfill regular cleaning and health and safety initiatives. Staff will be trained in best practices for disposable glove usage and be expected to follow food safety protocols related to cleaning, separating, cook temperatures and chilling when handling food. Cooking stations will be assigned on a weekly basis or as needed for each cook and each cook is to follow their assigned station and expected to work that station for the duration of their shift. If changing cooking station is necessary, the cook taking over the new station must change gloves and sanitize station. A cleaning checklist will be posted to be signed when regular frequency cleanings are completed.

Outpost Cleaning Protocol - continued

FRONT OF HOUSE

CLEANING STATION LOCATION: CLEANING SUPPLIES IN REGISTER AREA

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	registers, counters, doors and refrigerator handles, stanchions, coolers, merchandise racks, CC machine, napkin dispensers	wipe down and disinfect	every hour
	patio tables and chairs	wipe down and disinfect	after each guest
	large plexiglass shields	electrostatic spray	weekly with electrostatic machine provided by INX
SHARED EQUIPMENT	house phone, register, light switches, online order tablet, POS KDS and bumper, coffee equipment and dispensers, microphone	wipe down and disinfect	after each use

CARTS

CLEANING STATION LOCATIONS: SANITIZER WIPES IN CART, CLEANING SUPPLY AREA, LOCATION HAND SINK

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	steering wheel, seat, key storage and cart key	wipe down and disinfect	after each use
	cart power chord	wash with soap and water for at least 20 sec	after plugging in cart to charge

RECEIVING

CLEANING STATION LOCATION: C-STORE SUPPLY AREA

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	entry door, walk-in cooler door	wipe down and disinfect	after each use
	large plexiglass shields	electrostatic spray	weekly with electrostatic machine provided by INX

Outpost Cleaning Protocol - continued

EMPLOYEE COMMON AREAS/OFFICES

CLEANING STATION LOCATION: CLEANING SUPPLY AREA

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	break room dining tables and chairs, cash room supplies and counters, office doors, light switches	wipe down and disinfect	after each use
	lockers	disinfect	fogging locker area at the end of each day
	loading dock lock and gate	wipe down and disinfect	once a day
	computer equipment, office phone, desks, desk chairs, and cabinets	wipe down and disinfect	refrain from sharing; wipe down after each use if we do
SHARED EQUIPMENT	microwave, money safe (where applicable)	wipe down and disinfect	after each use
	time clock	wipe down and disinfect, sanitizer available after use	building closer at the end of the day
	alarm panel	wipe down and disinfect, sanitizer available after use	building opener upon entry
	calculator, stapler, tape dispenser, printer	wipe down and disinfect	refrain from sharing; wipe down after each use if we do

RESTROOMS

CLEANING STATION LOCATION: C-STORE CHEMICAL STORAGE

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	restroom door handles, hand sink, faucet, mirror, toilet flusher, toilet seat, paper towel dispenser, light switch	wipe down and disinfect/ spray with disinfectant	hourly

Outpost Cleaning Protocol - continued

GENERAL LOCATION PROCEDURES

CONCERN	DESCRIPTION	ACTION	FREQUENCY
EMPLOYEE/VENDOR SCREENING	COVID Symptom Check	confirm employees take daily survey and have no symptoms and forward results to manager	daily before coming to campus and as necessary when feeling ill
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
	check patio occupancy	ensure 4 top patio tables remain 6 or more feet apart; limit bench seating to 6 or fewer guests per table	walk-through every 30 min
SIGNAGE	floor stickers, arrows, wait here signs	place signage in the front and back of house and patio seating areas to ensure employees and guests are reminded of protocol; tables tents will be placed at every bench table on patio	as needed; opening cashier will ensure signs are in good condition and posted before opening

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