



# Forty-Niner Shops, Inc

## Cleaning Protocols

### University Bookstore

MANAGER:

OWEN ELLIS

LEAD STAFF:

DANNY GUERRA

#### BEACHTECH:

CLEANING STATION LOCATION: BEACHTECH COUNTER

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	computer demos,	wipe down and disinfect	3 times/day - opening, middle, and closing
	computer register, computer phone	wipe down and disinfect	refrain from sharing, wipe down after each use if we do

MANAGER:

JOSIE RAMIREZ

LEAD STAFF:

MICHELLE JUNG

#### COPY CENTER:

CLEANING STATION LOCATION: COPY CENTER FLOOR

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	counters, paper cutters, pens	wipe down and disinfect	3 times/day - opening, middle, and closing; have sanitized pens available at all times
	keypad and register	wipe down and disinfect	after each use
SHARED EQUIPMENT	keyboards, desks, desk chair, and cabinets	wipe down and disinfect	refrain from sharing, wipe down after each use if we do
	copy machines, all other machinery including laminating machine, paper cutter, box cutters, etc.	wipe down and disinfect	after each use

# University Bookstore Cleaning Protocol - continued

MANAGER:

KRISTIN BONETATI

LEAD STAFF:

CHANO RIOS

## FIRST AND SECOND FLOOR RETAIL

CLEANING STATION LOCATIONS: BEHIND FRONTLINE/CUSTOMER SERVICE COUNTERS,  
HAND WASH SINKS IN EMPLOYEE BATHROOMS

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	counters, railings and banisters, tables, chairs	wipe down and disinfect	2 times/day - middle and closing
	frontline register counters, register pin-pads, shopping baskets	wipe down and disinfect	after each customer
SHARED EQUIPMENT	register stations, drawers, and keyboards, computer workstations, phones, clipboards	wipe down and disinfect	refrain from sharing, wipe down after each use if we do
	outside sign holders and stanchions	wipe down and disinfect	at end of the day
	Rubbermaid carts/dollies	wipe down and disinfect	after each use
	hooks, sign holders, putting out merchandise	wash hands thoroughly	after each project

MANAGER:

MULTIPLE

LEAD STAFF:

MULTIPLE

## BOOKSTORE OFFICES

CLEANING STATION LOCATION: IN EACH OFFICE

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	doorknobs, light switches	wipe down and disinfect	2 times/day by INX - middle, and closing
SHARED EQUIPMENT	safe, safe pin-pad and handle, safe room pin-pad, printer	wipe down and disinfect	after each use
	phones, keyboards, desks, desk chairs and cabinets	wipe down and disinfect	refrain from sharing; wipe down after each use if we do

# University Bookstore Cleaning Protocol - continued

## GENERAL LOCATION PROCEDURES

CONCERN	DESCRIPTION	ACTION	FREQUENCY
EMPLOYEE SCREENING	COVID Symptom Check	confirm employees take daily survey and have no symptoms; employees must 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, review parameters to add barriers	daily, before each shift, and spot check throughout the day
SIGNAGE	floor stickers, arrows, wait here signs	place signage in all areas to ensure employees and guests are reminded of protocol	as needed; opening cashier will ensure signs are in good condition and posted before opening

**Staff will be provided the above information and given instruction to help fulfill regular cleaning and health and safety initiatives.**