



Forty-Niner Shops, Inc

Cleaning Protocols

Warehouse

MANAGERS:

JASON EISENMANN
& PATRICK JOYCE

LEAD STAFF:

DESTINY URIARTE
MARCEL HERNANDEZ
FABIAN JACINTO
MIRELLA RODRIGUEZ
MELONY LARA-BENITEZ

GENERAL/HOUSEKEEPING:

CLEANING STATION LOCATIONS: STATION AT BACK OF WILL CALL SHELVES,
OTHER STATIONS THROUGHOUT WAREHOUSE

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	curtains	kept open	always
	key box, will call racks	wipe down and disinfect	start of day and mid-day
	light switches - warehouse entrance and data entry	wipe down and disinfect	start of day
SHARED EQUIPMENT	cardboard bin, hangers	gloves/wash hands after handling	after use
	box cutter, pencils, pens, stickers, stapler, highlighters, markers	provide each employee w/apron and equipment	refrain from sharing; wipe down after each use if we do
	broom, dustpan, vacuum tools	wipe down and disinfect	before use
	phones, baker's rack	wipe down and disinfect	hourly and as needed after use
	ladder, microwave, water dispenser, refrigerator handle	wipe down and disinfect	start and mid-day
	baler, electric cart, three hole punch	wipe down and disinfect	start of day
	trashcans	remove lids	perpetually

Warehouse Cleaning Protocol - continued

MANAGERS:

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& PATRICK JOYCE

LEAD STAFF:

DESTINY URIARTE
MARCEL HERNANDEZ
FABIAN JACINTO
MIRELLA RODRIGUEZ

VERIFYING

CLEANING STATION LOCATIONS: STATION AT FRONT/BACK OF WILL CALL SHELVES,
OTHER STATIONS THROUGHOUT WAREHOUSE

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	deck	wipe down and disinfect	start and mid-day
SHARED EQUIPMENT	computer, scanner, printer	wipe down and disinfect	start and mid-day

RECEIVING

CLEANING STATION LOCATION: STATION AT BACK OF WILL CALL SHELVES

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	chain, lift gate switch, deck, computers, chairs, printer	wipe down and disinfect	start and mid-day
	pallet jack, hand truck	wipe down and disinfect	start of day
SHARED EQUIPMENT	price gun, secur-tac gun	wipe down and disinfect	before use
	tape gun	individual use only	refrain from sharing; wipe down after each use if we do

MANAGERS:

JASON EISENMANN
& JORDANA WELTI

LEAD STAFF:

BIANCA WILLIAMS

DATA ENTRY

CLEANING STATION LOCATION: STATION AT BACK OF WILL CALL SHELVES

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	light switch	wipe down and disinfect	start of day
	file cabinet handles	wipe down and disinfect	start and mid-day

Warehouse Cleaning Protocol - continued

MANAGERS:

JASON EISENMANN
& PATRICK JOYCE

LEAD STAFF:

MELONY LARA-BENITEZ

WEB ORDERS

CLEANING STATION LOCATION: ANY CLEANING STATION

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	merchandise	gloves/wash hands after	start and mid-day
	pallet jack, hand truck	wipe down and disinfect	start of day
SHARED EQUIPMENT	price gun, secur-tac gun	wipe down and disinfect	before use
	tape gun	individual use only	refrain from sharing; wipe down after each use if we do

E-COMMERCE

CLEANING STATION LOCATIONS: STATION AT BACK OF WILL CALL SHELVES AND BAGS NEAR NCL BINS

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	paperwork	gloves/wash hands after handling	as needed
SHARED EQUIPMENT	web order bags	rotate 3 sets of bags to allow 2 days to air out in between uses	start of day; bags to be left near NCL bins in between uses
	computer, scanner, printer	wipe down and disinfect	start and mid-day

Warehouse Cleaning Protocol - continued

SHIPPING

CLEANING STATION LOCATION: ANY CLEANING STATION

CONCERN	DESCRIPTION	ACTION	FREQUENCY
SHARED EQUIPMENT	computer, printer, tape gun, stamp	wipe down and disinfect	start and mid-day
	label printer	wipe down and disinfect	before use
	shipping/packing materials	gloves and wash hands after handling	as needed

MANAGERS:

JASON EISENMANN
& PATRICK JOYCE

LEAD STAFF:

DANNY GUERRA

STOCKING

CLEANING STATION LOCATIONS: WIPES TO BE TAKEN WITH EMPLOYEE, NEAR COMPUTER PROCESSING AREA

CONCERN	DESCRIPTION	ACTION	FREQUENCY
SHARED EQUIPMENT	mobile staircase, v-cart	wipe down and disinfect	start and mid-day

PROCESSING

CLEANING STATION LOCATIONS: STATION AT BACK OF WILL CALL SHELVES AND NEAR EACH COMPUTER

CONCERN	DESCRIPTION	ACTION	FREQUENCY
HIGH TOUCH AREAS	GM/textbooks	gloves/wash hands after handling	as needed
SHARED EQUIPMENT	silver rack (in use), computer, scanner, printer	wipe down and disinfect	start and mid-day

Warehouse Cleaning Protocol - continued

GENERAL LOCATION PROCEDURES

CONCERN	DESCRIPTION	ACTION	FREQUENCY
EMPLOYEE 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, review parameters to add barriers; avoid 2 or more staff members in an aisle at the same time; employees will use willcall area more often to decrease employees working in shipping area at one time	daily, before each shift, and spot check throughout the day
	avoiding face-to-face	employees working in areas where plexiglass is not feasible will work side-by-side	daily, before each shift, and spot check throughout the day
	increased hours of operation and fewer staff during each shift	Increase the times that the warehouse is open and schedule staff to spread them out throughout the day	daily
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.