**[Business Name]**

**Covid-19 Aware Cleaning Policy**

This business uses CDC guidelines and approved products to protect our customers and employees.

**Cleaning: Using soap and water to remove germs, dirt and impurities. Use gloves while cleaning**

**Disinfecting: Using a CDC approved spray or wipe to kill germs on a clean surface**

**High Touch Areas**

Disinfect doorknobs (inside and outside), keyboards, light switches, phones etc... hourly or during lulls in customer activity.

Disinfect counter, customer accessed credit card machines or touch screens, pens, and point of sale counter area after each customer and between staff members. If not possible between each customer, disinfect as frequently as possible.

Clean all high-touch areas with soap and water prior to opening or after closing and during lulls in customer traffic. Disinfect after cleaning.

**Shop Area**

*In addition to High Touch Area cleaning:*

Identify other frequent touch areas, such as shelves or shelf edges, desks, workstation counters, etc... and clean followed by disinfection prior to opening and during the day as possible or if needed

Disinfect any merchandise that has been handled as long as it will not harm the merchandise as needed

Vacuum with a Hepa Filter (if available) and mop shop floor daily

Spot clean walls as needed

**Bathrooms**

Disinfect toilet handles, door handles, counters and faucets after each use. Wash hands after using

Clean and disinfect all surfaces and touch points after closing

Vacuum with a Hepa Filter (if available) and mop bathroom floor daily

**Break/Kitchen Area**

Wash hands before and after eating

Avoid handling other people’s food

Designate utensils, plates, bowls and mugs for each staff member

Disinfect eating surface, sink, refrigerator handles and other touch surfaces after use

Vacuum with a Hepa Filter (if available) and mop Break/Kitchen area floor daily

**Store Rooms and Offices**

Clean and disinfect floors and touch areas daily

Disinfest work stations between staff usage

Vacuum with a Hepa Filter (if available) and mop Store Room and Office floor daily

[Add additional cleaning procedures for your business here]

I have read and understand the cleaning policy for this business:

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Employee Name Date

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Employee Name Date

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Employee Name Date