



Preparing your store

WS



EVALUATING THE PHYSICAL SPACE

Evaluate: What do people touch? Determine what kinds of surfaces and materials make up the area and then ask yourself:

- Which ones should be removed to reduce frequent handling or contact from multiple people?
- Which ones can we not remove but can alter our use of them in some way?
- Which ones can we not remove but we know we can ensure they are routinely cleaned and disinfected?

Based on the above: what new mechanisms could you look into to mitigate risk of these areas (i.e. counter shields, gloves, tissues, masking tape, etc.)? What new rules will you need to put in place (and making sure we are not violating safety or building codes with this)? What signage will we need to put in place?

Please note: If your space has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

CLEANING

Cleaning Surfaces/Areas: For those surfaces/areas that you have determined will just follow a routine cleaning, please follow this list to help determine the most appropriate disinfectant for the surface or object.

- **Hard and Non-Porous Materials like Glass, Metal and Plastic:** Should be routinely cleaned with disinfectant. For areas that require disinfectant:
 - * Please ensure you and your vendors are using EPA-approved disinfectants and are following the steps to use appropriately. A list of EPA-approved can be found [here](#).
 - * Pay special attention to PPE that may be needed to safely apply the disinfectant and review manufacturer's recommendations. Steps for safe and effective disinfectant use can be found [here](#).
- **Soft and Porous Materials like Carpet, Rugs or Seating Areas:** Should be cleaned or laundered following the directions on the item's label, using the warmest appropriate water setting.





CLEANING (CONTINUED)

Cleaning Kits: Make sure items such as disinfectant wipes or sprays, disposable gloves, paper towels, masks, hand sanitizer and other cleaning supplies are readily accessible throughout store, including point of sale terminals and other stations that will be cleaned periodically throughout the day.

Cleaning Checklist: Implement a cleaning regime that targets frequently touched surfaces and spaces, which are most likely to result in the transmission of diseases:

General:	Point of sale/ checkout:	Restrooms:	Sales Floor:
Shopping carts and baskets	Cash register, including touch screens, keyboards, mouse	Door handles and flush levers	Fixtures with handles or pulls
Door and drawer handles	PIN Pads (touch screen, keypad, and pen)	Toilet bowl and toilet paper holder	Any other identified "high-touch" surfaces
Light and other power switches (consider signage to keep lights on at all times or utilizing exiting motion sensor capabilities)	Checkout counter and/or conveyor belt	Sinks and faucets	Hand sanitizer is available throughout store for customers and employee use, including store entrance(s), and checkouts
Shared tools such as pricing guns, pallet jacks, tape guns, box cutters, etc.	Cabinet pulls	Paper towel holders and/or air dryers	
Chairs, tables, and benches	Checkout dividers	Diaper-changing stations	
Vending machines and self-serve kiosks			
Refrigerators, microwave, and other frequently touched objects and surfaces in employee breakroom			
Time clocks			





EQUIPMENT MAINTENANCE

We recommend you contact the following service providers to allow a proper inspection of equipment/spaces within your space.

- **Pest Control:** Install new traps and inspect facilities for any damage or issues caused by vacancy.
- **Plumbing:** Thoroughly inspect grease trap (if applicable) for any damage or issues caused by vacancy.
- **HVAC:** Thoroughly inspect equipment for any damage or issues caused by vacancy.
- **Fire Alarm Monitoring:** Thoroughly inspect equipment for any damage or issues caused by vacancy.

Please contact Property Team for any questions or Vendor recommendations.

