

Disinfecting the Workplace Checklist

Before Store Opens		
Back Office		
Assigned Person	Frequency	Responsibility
LOD	Before powering on the computer	Disinfect all surfaces (desk, keyboard, monitor, CPU). Disinfect Safe surface.
	After verifying cash inventory/preparing cash deposit. 15 minutes before store opens.	Disinfect Safe dial and handle. Mop floor with disifectant. Spray disinfectant on trash bin.
Cash Wrap Area		
Cashier	After verifying cash deposit with LOD, or 15 minutes before store opens.	Disinfect POS unit (keyboards, monitors, poll display, cash drawers). Disinfect Safe key before keeping it inside the cash drawer.
		Wipe all surfaces with disinfectant (counter top, back counter surface, drawers and cabinet handles).
		Mop cash wrap floor sprayed with disinfectant. Check trash bin for clean trash bag.
Fitting Rooms		
Fitting Room Attendant/ Sales Associate	30 minutes before store opens.	Wipe doorknob, door surface, and chair with disinfectant.
		Wipe mirror with disinfectant, then clean it with glass cleaner.
		Mop floor sprayed with disifectant.

Sales Floor		
Sales Associate	30 minutes before store opens.	Sweep and mop sales floor.
		Check for any customer belongings left behind. Wear gloves before touching or disposing any items found.
		Wipe all hang rack top surface and credenza with disifectant.
Breakroom		
Sales Associate	10 minutes before store opens.	Wipe table surface and chairs with disinfectant.
		Wipe microwave surface with disinfectant.
		Check trash bin if trash bag is clean or new. Disinfect trash bin cover surface.

During Store Operating Hours		
Back Office		
Assigned Person	Frequency	Responsibility
LOD	After each use.	Continue disinfecting and cleaning of keyboard, computer mouse, work desk, and safe.
Cash Wrap Area		
Cashier	Before and after each transaction.	<p>Following social distancing procedure. Offer hand sanitizer to paying customer. Disinfect cash wrap counter after every customer.</p> <p>Use hand sanitizer or alcohol to disinfect hands after handling cash or credit cards.</p> <p>Disinfect credit card terminals and keypads.</p>
LOD	Before or after each transaction.	Observe disinfecting procedure if it's regularly done.
Fitting Rooms		
Fitting Room Attendant/ Sales Associate	After attending to each customer.	<p>If Fitting Room are Closed for Customer use, wipe with disinfectant frequently touched surface in the Fitting Room.</p> <p>Check for any customer belongings left behind. Wear gloves before touching any items found.</p> <p>Wipe doorknob, door surface, and chair with disinfectant after every customer.</p> <p>Wipe off any hand marks or smudges on the mirror.</p> <p>Remove empty hangers and go backs.</p>

	After disinfecting the Fitting Room.	Spray No Bleach disinfectant on Go Backs, and hang it to dry for 48 hours. Check Go Back items that were disinfected for 48 hours.
LOD	After every assisted customer of the FRA.	Observe disinfecting procedure if it's regularly done.
Sales Floor		
Sales Associate	Every time a customer enters the store.	Offer Hand Sanitizer to every customer entering the store, while observing proper social distancing.
	During low foot traffic or down time.	Wipe with disinfectant all frequently touched surfaces (hang racks, credenza, window panels) Mop frequently stepped on areas of the store.
LOD	Walk through the store	Observe behavior of staff and disinfecting procedure if it's regularly done.
Breakroom		
LOD/Sales Associates	After each scheduled breaktime.	Disinfect table surface and chairs.
		Wipe microwave surface with disinfectant.
		Dispose food wrapper and trash. Sweep or mop floor.
		Keep trash bin covered at all times.

Closing Store Procedure

Back Office

Assigned Person	Frequency	Responsibility
LOD	After receiving cash deposits and EOD of POS Server was completed.	After powering off the computer, disinfect all surfaces (desk, keyboard, monitor, CPU). Disinfect Safe dial surface and handle.
	15 minutes before clocking out.	Sweep and mop floor with disinfectant.
Dispose any trash, spray disinfectant on trash bin.		

Cash Wrap Area

Cashier	After completing cash endorsement and shutting down the POS.	Disinfect POS unit (keyboards, monitors, poll display, cash drawers).
	15 minutes before clocking out.	Wipe all surfaces with disinfectant (counter top, back counter surface, drawers and cabinet handles).
Mop cash wrap floor sprayed with disinfectant. Dispose any trash from the trash bin. Use gloves before touching the trash bin.		
LOD	5 minutes before clocking out.	Check task completion of disinfecting the store.

Fitting Rooms

Fitting Room Attendant/ Sales Associate	5 minutes before store closing, or after the last customer leaves the store.	Check for any customer belongings left behind. Wear gloves before touching any items found.
		Wipe doorknob, door surface, and chair with disinfectant.
		Wipe mirror with disinfectant, then clean it with glass cleaner.
		Mop floor sprayed with disinfectant.
LOD	5 minutes before clocking out.	Check task completion of disinfecting the store.

Sales Floor		
Sales Associate	Once the store closes, or after the last customer leaves the store.	Check for any customer belongings left behind. Wear gloves before touching or disposing any items found.
		Wipe with disinfectant all frequently touched surfaces (hang racks, credenza, window panels)
		Sweep and mop sales floor.
LOD	5 minutes before clocking out.	Check task completion of disinfecting the store.
Breakroom		
Sales Associate	10 minutes before clocking out.	Wipe table surface and chairs with disinfectant.
		Wipe microwave surface with disinfectant.
		Dispose trash, use gloves before touching the trash bag. Replace with new trash bag. Disinfect trash bin cover surface.
LOD	5 minutes before clocking out.	Check task completion of disinfecting the store.