

## **SANITATION GUIDELINES for The Computer Cellar; updated: 09/28/2020**

1. Staff is required to report any possible symptoms they have. Staff that is symptomatic *must* stay home at least two weeks or until tested and cleared.
2. The waiting chairs in the customer area must be spaced at least six feet apart, and pointed straight forward/away from each other.
3. All customers are requested to use hand sanitizer (provided) upon entering or approaching the counter.
4. Technicians are required to wear a facial covering or mask while interacting with customers.
5. Customers are required to wear a facial covering or mask while inside the shop.
6. Technicians will wipe down each device presented to us with an isopropyl alcohol-based sanitizing solution.
7. A tape line has been placed on the floor and customers will be asked to remain behind this line during the check-in and check-out processes.
8. Staff is required to wash hands at least once per hour in a separate, stand-alone hand wash station.
9. At least once per hour, all contact surfaces in the customer area (including, but not limited to: armrests, waiting table, service counters, door handles/push bars, light switches, door jambs and edges, sink and sink handles, toilet handle) are wiped down with an industrial germicidal agent.
10. If a customer pays with a credit card, they will insert the card in the terminal themselves, while staff will handle the terminal functions.
11. Cash and checks must be handled with thoughtfulness and caution, but do not need individual sanitation. Hands must be sanitized after handling.
12. All business cards, flyers, pamphlets, and other 'take-ones' have been removed from the customer waiting area and will be handed to the customer from behind the counter upon request. Neighboring businesses may not post advertising or leave cards at this time.
13. Customers may request curbside pickup and may also call in payment. We do not, however, offer curbside check-in.
14. Staff is advised to keep more distance between each other than usual and to be mindful of touch/interaction.
15. Staff is not to share tools unnecessarily.