

Hi Everyone,

Time for us to be hypersensitive to possible virus transmission. We will be gradually rolling out our protocols over the next several days. Please ensure the following protocols are put into place **immediately**.

We have sanitizing spray which I will be delivering to the sites over the next few days. All sites should have hand sanitizers and bleach wipes to begin using immediately. We have stocked up. If you run out, please let [insert person] know.

1. Hand sanitizers will be available at each site to be used liberally throughout the day by teams, customers and visitors.
 - a. At the **start** of each activity, all teams, customers, and visitors will use provided hand sanitizers.
 - b. At the **end** of each activity, all teams, customers, and visitors will use provided hand sanitizers.
3. Activity tables (including lunchroom tables) will be sanitized.
 - a. At the **start** of each activity, the activity table/lunch table will be sanitized using bleach wipes or approved spray disinfectants.
 - b. At the **end** of each activity, the activity table/lunch table will be sanitized using bleach wipes or approved spray disinfectants.
4. All site **doorknobs** (interior and exterior) will be sanitized at least **three times daily**.
5. All **restrooms** will be cleaned and sanitized at least three times daily.
6. Each site will have a can of approved spray disinfectant to sanitize all frequently touched objects, equipment, and hard, non-porous surfaces.
 - a. Telephones will be sprayed with the disinfectant before and after each use.
 - b. All computer keyboards will be sprayed with the disinfectant before and after each use.
 - c. Fax machines, copiers, printers, and other office equipment will need to be sprayed with the disinfecting spray before and after each use.
6. All customers will have their **own art supplies** (pen, markers, etc.). No sharing of such supplies will be permitted in order to avoid the transmission of viruses.

Commented [th1]: I recommend setting specific times, i.e. 0900, 1300, 1700, etc. and maintaining a log to ensure compliance

If you have any questions, please contact [insert person] Thanks,

Commented [th2]: I recommend designating one or two employees to complete the tasks or oversee the tasks in order to ensure compliance