

# Enhanced Cleaning Checklist

*The safety of our customers and staff is our continued priority, including a clean store for customers to shop*

To further reduce risk of spreading illnesses, use a disinfectant cleaner daily. Disinfectant must dwell (stay) on the surface for a minimum of 3 minutes before wiping off.

If using a bleach/water backup solution, the dwell time is a minimum of 5 minutes.

Assign staff to complete cleaning before store open, spraying a light mist on touchpoints so you don't need to wipe dry after dwell time. Continue to execute the Dedicated Cleaning Staff Checklist in addition to the Enhanced Disinfecting Checklist.

- Screens/electronics and SFS Equipment (WAT machine, air pillow machine, pack surface, printer): Spray disinfectant on a towel, then wipe device. After 3-5 minutes, wipe remaining residue with a damp towel, then wipe dry.
- Card readers: Spray the disinfectant on a towel and wipe the device. After 3-5 minutes, wipe remaining residue with a damp towel, then wipe dry. Do not directly spray the card reader and clean touchpad/buttons lightly; directly spraying or pressing too hard may cause damage.
- Transaction partitions: Spray (mist setting) disinfectant onto the partition and let dwell (stay) on the surface for 3 mins. After 3 mins, wipe the remaining residue with water or Multi Surface & Glass Cleaner and microfiber towel (to remove streaks) then wipe dry.
- Although gloves are not required when using disinfectant, vinyl gloves are available if a staff chooses.

## **BREAKROOM (PERMANENT & TEMPORARY)**

- Door Handles
- Table Surfaces & Chairs (align with X markings)
- Microwaves
- Sink Handles/Faucets
- Refrigerator Handles
- Inside of Refrigerators and Freezers
- Counters
- Storage/Dispensers (e.g., cutlery holder, drawer handles)
- Vending Machines
- Water Fountains

## **OFF STAGE & OFFICES**

- Staff Lockers
- Computers
- Walkie Talkies
- Desks & Chairs
- Time Clocks
- Office Door Handles

## **FRONT OF THE STORE**

- Belted Registers & Self-Checkout (monitors, hand scanners, belts, transaction dividers, card readers, etc.)
- Restrooms (doors, locks, handles, faucets)
- Service Desk Registers
- Registry Devices/Kiosks, Photo Lab Kiosks
- Electronic Shopping Carts
- Carts (handles, top edge, drink holders)
- Self Service Beverage Coolers (handles)
- Card Readers (all registers)
- ATMs
- Cash Recyclers
- Customer Drinking Fountains

# Enhanced Cleaning Checklist Continued

## FOOD & BEVERAGE

- Sales Floor Cooler & Freezer Handles
- Food Service and Customer Seating Area
- Beverage Bar/Self-Service
- Food Service/Starbucks Backroom
- Food Service and Starbucks Card Readers
- Fountain Pop/ICEE Machine
- Starbucks Condiment Bar
- Drink Holders
- Food Service and Starbucks POS & Hand-Off Counter

## SALES FLOOR

- Electronics Displays (e.g., video games, wearable tech, phones/tablets, etc.)
- Service Hubs/Price Scanners
- POS at Electronics
- Elevators & Escalators (touchpoints)
- Mother's Room
- Fitting Room (door handles)

## BACKROOM

- SFS Equipment
- Baler (buttons/gate handles)
- Compactor (buttons/door handles)
- Receiving Doors (handles)
- Pallet Jacks & Powered Equipment
- Freight Elevators
- U-Boats (touchpoints)
- Ladders (touchpoints)

## ASSETS PROTECTION OFFICE & BOOKING ROOM

- Door Handles
- Handcuffs, Benches, Walkies
- Holding Cell (door, windows and walls)
- Computers, Desks, Chairs, Computers

## If Disinfectant Cleaner is unavailable:

- Use bleach and water as a backup option.
- Wear approved nitrile gloves (blue or black) when cleaning with bleach and water.
- Disinfecting bleach and water solutions must be refreshed daily (no more than 24 hours).
- Using only the approved items, follow the mixing instructions below to make one spray bottle at a time.

## Bleach and Water Mixing Instructions

If your store requisitioned disinfecting bleach from the sales floor, follow the directions below if used to clean.

- Find a well-ventilated area with 10 seconds walking distance of an eyewash station.
- Wear protective equipment to protect from splash (safety goggles, rubber apron and nitrile gloves).
- Add 2 Tablespoons of bleach per 32 oz spray bottle of water; use a funnel to reduce splashing.
- Mix only what you need for the day.
- Label bottles "Bleach-Water."
- Use the "Bleach-Water" solution on hard, non-porous surfaces only.