# Our Phase One Occupancy is: [ # people based on guidelines]

* We will make sure we do not exceed this maximum occupancy by [having someone stand by the entrance and count people who enter, marking off seats, etc.].

# Sanitation and Disinfection

* Follow guidance from the CDC for [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html), [Cleaning and Disinfection for Community Facilities](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html), and [Cleaning and Disinfecting Non-emergency Transport Vehicles](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html).
* **Routinely sanitize shared surfaces and equipment throughout the day and between users.** Clean **communal items after each use.** This includes [specify for your entity: pens, credit card touch screen and/or keypad, checkout lanes or counters, menus, carts and baskets, etc.].
* Disinfectant and related supplies are available to all employees at the following locations: [Entity must specify]
* Alcohol based hand sanitizer of at least 60% alcohol is available to all employees at the following locations: [Entity must specify]
* Soap and water are available to all employees at the following locations: [Entity must specify]

# Deep Cleaning Schedule - Clean more frequently based on traffic

**Initial when complete & wash your hands after touching this shared piece of paper**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | | | **Monday** | | | **Tuesday** | | | **Wednesday** | | | | **Thursday** | | | | **Friday** | | | | **Saturday** | | | |
|  | AM | 12 | PM | AM | 12 | PM | AM | 12 | PM | AM | 12 | PM | AM | | 12 | PM | AM | | 12 | PM | AM | | 12 | PM |
| Restrooms |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| Employee Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| Entrances |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| [Entity Specific] |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| [Entity Specific] |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| [Entity Specific] |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| [Entity Specific] |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| [Entity Specific] |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |
| [Vehicles] |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  | |  |  |