**Daily Cleaning and Sanitizing Checklist**

**Hand Washing:**

* Wash hands when you get to work
* Wash hands before morning break
* Wash hands after morning break
* Wash hands before lunch
* Wash hands after lunch
* Wash hands after you use the bathroom

**Items for Sanitizing and Cleaning:**

* Cooler doors
  + barn coolers
  + packing shed coolers
* Doorknobs
  + Packing shed doors
  + CSA room doors
  + Garage door packing shed
  + Big Barn doors
  + Greenhouse doors handles
* Surfaces
  + Glass refrigerators
  + Freezers
  + Packing shed desk tables
  + Packing shed steel packing tables
  + Employee break table
  + Port-a-john
  + All pens and sharpies kept in container with sanitizer.
* Vehicles and Tractors (if used for deliveries etc.)
  + Door handles
  + Steering wheel
  + All tractor shifters, gears, joysticks, three points, dash
  + Inside driver surfaces (radio, window, arm rest, turn signal branch, windshield wiper branch)
  + Tools; if a tool is taken out is must be sanitized after use (rakes, etc.)
* Greenhouses
  + Hose connectors
  + Watering wands
* Custom Order Days: *wear gloves when disassembling tables and handling cashbox.*
  + Tables
  + Cashbox

**Deliveries Protocols**

* Wash hands before going on deliveries
* Where disposable gloves when delivering into store
* Remove gloves before re-entering the delivery vehicle; dispose
* Sanitize – When you return
  + Door handles
  + Steering wheel
  + Inside driver surfaces (radio, window, arm rest, turn signal branch, windshield wiper branch)
* Crates picked from deliveries to be left outside the packing shed. Clean and sanitize crates before bringing crates into packing shed
* Fueling Trucks
  + Swipe debt card and enter pin before handling pump handle or touching other surfaces
  + Return debt card to truck
  + Put on gloves
  + Pump gas and select fuel grade
  + Dispose gloves
  + Sanitize gas tank entry and door handle