COVID-19 Store Disinfecting Guide:

During this pandemic, keeping the stores clean & sanitary goes beyond meeting customer expectations; it is our obligation to our community, guests, & Pro Drivers. When cleaning & sanitizing, be diligent and stay focused; try not to switch between tasks while sanitizing, as this will avoid unnecessary transfer & save gloves.

Use Sanibet on the below items/areas unless otherwise instructed - Attachment B: Sanibet use Instructions
DO NOT SPRAY SANIBET DIRECTLY ONTO ELECTRONICS – wet a rag and wipe them instead

Retail Store Sanitizing:

Focus on what our customers are touching

- Doors & Door Handles
  - ☐ Entry & Exit doors
  - ☐ Bathroom & Shower doors
  - ☐ All cooler doors
  - ☐ Backroom & employee doors
- Counter Tops
  - ☐ Coffee & Fountain areas
  - ☐ Check-out & Register area
  - ☐ Food service area & islands
- ATM & Kiosk
  - ☐ **DO NOT Spray directly on electronics**
  - ☐ ATM pin pad, card reader, & input buttons
  - ☐ Kiosk keyboards & mouse
- Fountain & Coffee Machines
  - ☐ Fountain drink machine(s)
  - ☐ Cappuccino machine
  - ☐ Sugar & creamer dispensers
  - ☐ Tea & Coffee dispensers & spigots
- Food Service Equipment
  - ☐ Food warmers (particularly doors/handles)
  - ☐ Donut and popcorn cases
  - ☐ Roller grill sneeze guards and tongs
  - ☐ All common use utensils (i.e. pickled eggs)
- Seating Areas & Lounges
  - ☐ Open seating areas and lounges
  - ☐ Setup signs to maintain social distancing
  - ☐ Sanitize tables and chairs after each use by a customer and sanitize lounge areas often

Cleaning Equipment:

- ☐ Mop & broom handles
- ☐ Spray bottles
- ☐ Bathroom cleaning cart

Restroom & Shower Sanitizing:

Focus on what our customers cannot avoid touching.
Follow normal cleaning practices for restrooms

- Sanitize with Sanibet after normal cleaning:
  - ☐ Toilets & Urinals (seat & flushing device)
  - ☐ Toilet paper dispensers & sanitary bins
  - ☐ Sinks & soap dispensers
  - ☐ Hand dryers &/or towel dispensers
  - ☐ Shower nozzles & valve handles

Forecourt Sanitizing:

Focus on what our customers are touching

- Gasoline & Diesel Dispensers
  - ☐ Nozzles, hoses, levers/soda buttons
  - ☐ Card readers, pin pads, & input buttons
- Other Outside Items
  - ☐ Trash cart & other tools
  - ☐ Trash cans (particularly the lids)
  - ☐ Squeegee handles & paper towel dispensers

Work Area Sanitizing

Focus on what you and other employees are touching.
DO NOT DIRECTLY SPRAY ELECTRONICS

- POS (Register):
  - ☐ Register Screen, Keyboard, & scanner
  - ☐ Credit card pin pads
  - ☐ Cash drawer during shift change
- Cashier Area:
  - ☐ Phones & printers
  - ☐ Surrounding counters
  - ☐ Writing utensils & clipboards
  - ☐ Tablet (MudFlap)
- Back Office
  - ☐ Computer keyboard & mouse
  - ☐ Writing utensils & clipboards
  - ☐ Chair & Counter tops

ATTACHMENT A – Sanitizing Time Tracking

Store # _____

DATE	TEAM MEMBER	SECTIONS CLEANED	NUMBER OF MINUTES
	DAY TOTAL:		_____

ATTACHMENT B - BETCO Sanibet Simplicity Disinfecting Directions:

These instructions are specifically for using Sanibet in a spray bottle for common disinfecting purposes. Using Sanibet for food service areas and equipment requires special considerations. Please refer to the website for complete use instructions - https://www.betco.com/products/symplicity-sanibet/23725

- Add 3 oz. of this product per 5 gallons of water to disinfect hard, nonporous surfaces
- Apply use-solution with a cloth, mop, sponge, sprayer or by immersion, thoroughly wetting surfaces
- For sprayer applications, use a coarse spray device:
    - Spray 6 - 8 inches from surface; rub with brush, sponge or cloth. (Do not breathe spray)
    - For spray applications, cover or remove all food products
    - Treated surfaces must remain wet for 10 minutes
    - Wipe dry with a clean cloth, sponge or mop or allow to air dry
    - Rinse food contact surfaces such as counter tops, tables, picnic tables, exteriors of appliances and / or stove tops with potable water prior to reuse
    - For heavily soiled areas, preclean first