**POLICIES & TRAINING LOG FOR LICENSED ESTABLISHMENTS**

We have created hygiene and cleaning policy templates for licensed establishments to use in their businesses. They are in an editable format so you can modify to best suit your business. We recommend including the following:

**Written and implemented hygiene policy and procedure that includes:**

* Ensuring employees who have any respiratory or communicable disease symptoms are not allowed to work
* Handwashing expectations and supplies available for staff
* A description of proper cough and sneeze etiquette

**Written and implemented cleaning policy and procedure that includes:**

* Cleaning and disinfecting frequently touched surfaces
* Wiping down any shared equipment, such as workspaces, credit card machines, lunchroom items, carts, baskets, etc.
* Cleaning common areas and equipment between use or shift changes
* Protocols to clean and disinfect in the event of an employee or customer illness in facility

**Documented staff receipt, acknowledgment, or training on the policies**

**Resources**

* CDC [Hazard Communication for Disinfectants Used Against Viruses](https://www.cdc.gov/niosh/topics/disinfectant/default.html)
* DATCP [Cleaning up Vomit or Diarrhea](https://datcp.wi.gov/Documents2/VomitDiarrheaCleanupFactSheet.pdf)
* DATCP [Suggested Contents for a Vomit and Diarrhea Cleanup Kit](https://datcp.wi.gov/Documents2/VomitDiarrheaCleanupKitFactSheet.pdf)

**[BUSINESS] EMPLOYEE POLICY LOG**

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| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME****(Print)** | **POLICY MODULE** | **DATE**  | **EMPLOYEE INITIALS** | **SUPERVISOR INITIALS** |
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