



How to disinfect your work area

Disinfectants kill germs like COVID-19, while soap only removes dirt and some germs. Use cleaners and wipes that have an approved disinfectant. Use PPE if there is any chance of splashing. Wash your hands after disinfecting any surface.

Desk or Office

High-touch surfaces should be cleaned and disinfected often, based on level of use. Pay attention to:

- Light switches
- Desktops
- Doorknobs
- Phones
- Handles
- Keyboards/laptops

Workstation

- Don't share headsets, eye protection or other equipment used on or near your face
- Disinfect your workstation before you start your shift
- Disinfect tools that are shared, borrowed or returned

Shared Spaces

- Occupy shared spaces when the fewest people are using them and for the shortest length of time
- Wash your hands or use hand sanitizer with at least 60% alcohol before entering and after leaving
- Use clean paper towels to open and close doors



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