

Workstation cleaning instructions

A clean office promotes a healthy environment. You have a role in keeping your workstation clean. It's a good idea to clean your workstation regularly.

Follow these three easy steps twice a day:

1. Use a disposable disinfectant cloth to wipe down hard surfaces.

These include:

- keyboard
- mouse
- phone
- desktop
- armrests on your chair
- cabinet door/drawers

2. Carefully dispose of the cloth immediately after use.
3. Wash your hands with soap and water or an alcohol-based hand sanitizer.

