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.