Maintaining a clean and hygienic workspace is important at all times and especially during the COVID-19 outbreak. Here are some things you can do to help keep everyone safe in the workplace.

**Clean & Disinfect**
- Clean surfaces you touch often such as tables, doorknobs, counters and phones with soap and water or a household cleaner.

**Desk Phones**
- Wipe down the entire phone, including ear and mouth piece, keypad, wires, cables and the surface below the unit.

**Mobile Phones**
- For instructions on how to disinfect your mobile devices, visit the manufacturer’s website.

**Computers**
- Wipe down your computer mouse, keyboard and the surface below them.
- Add wipeable covers to electronics such as:
  - Tablets
  - Touch screens
  - Keyboards
  - Remote controls

**Hand Hygiene**
- Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a person who is sick.
  - Hand sanitizer: If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Make sure to always wash your hands:
  - After blowing your nose, coughing or sneezing
  - After being outside
  - After using the restroom
  - Before eating or preparing food

**Practice Social Distancing**
- The Centers for Disease Control and Prevention (CDC) recommend keeping at least six feet of space between you and others. Be sure to do this in:
  - Elevators
  - Break rooms
  - Documentation rooms
  - Other common spaces