

Maintaining Your Workspace During the COVID-19 Outbreak

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