



Workplace Cleaning Instructions

Help prevent the spread of respiratory diseases like COVID-19

A clean office promotes a healthy environment. You play an important role in keeping your workstation clean.

You should sanitize/disinfect high-touch areas regularly.

- Keyboard
- Mouse
- Phone
- Desktop
- Armrests on Your Chair
- Cabinet Door/Drawers

Carefully dispose of the cloth immediately after use.

Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.

