



CLEAN DESK GUIDANCE

In the course of the workday, everyone in the office handles documents that contain important and often confidential information. That means we can all protect documents and data from unauthorized access, internally and from outsiders. In addition, a clean desk means there are fewer surface areas for germs and bacteria to land to spread communicable diseases. Maintaining a clean desk reduces this risk.

PLAN first thing in the morning.

Keep just the things you need for your workday on your desk. Start each day with a few minutes of planning so that you can organize the documents you need for immediate work. File all other folders and documents.

PROTECT information whenever you leave your desk.

Prior to leaving your desk, make a quick check to see if there is sensitive information on your desk and place it inside a folder or off your desktop. Make sure to switch on your computer's password-protected screen saver.

PICK UP at the end of the day.

In order to maintain the security of both your client and employee information, it's essential to file your documents or lock them up, if necessary. If you get into the habit of cleaning off your desktop every day before you leave, you'll enjoy the added productivity benefits that come with a clean office first thing in the morning.

How to clean and disinfect your workspace:

- Disinfect workspace at the start of your day, removing all items on your desk to wipe down the entire surface
- Ensure the surface stays wet for 3-5 minutes to properly disinfect
- Disinfect your personal key cards
- Remove unnecessary memorabilia or personal items on desks to allow thorough cleaning of desk at the end of each workday
- When using disposable gloves, throw them away immediately after disinfection
- Clean only one item at a time
- If you use a coffee cup or reusable water bottle at work, wash it daily with liquid dish soap and hot water or take it home each night after work to run it through the dishwasher
- Clean and disinfect high touch surfaces daily such as tables, phone receivers, keypads, remotes, touchscreens, etc.
- Use disinfectant wipes to clean items such as your stapler, tape dispenser, scissors and pens, making sure to wipe down all sides
- Do not ignore spaces that aren't easily accessible. For instance, lift photo frames to wipe underneath them
- Wash hands often with soap and warm water for at least 20 seconds



Cleaning *removes* germs and dirt from surfaces. You can use soap and water to clean surfaces. This doesn't always kill germs, but removing them lowers their numbers. It's suggested to clean surfaces before you disinfect them.

Disinfecting *kills* germs on surfaces. Disinfectant chemicals are stronger than soap but do not necessarily clean visibly dirty surfaces or remove germs. Killing germs lowers the risk of infection. To properly disinfect, products need to remain on a surface for a specific amount of time -- usually 3 to 5 minutes.

Sanitizing *also kills* germs, but disinfecting kill more of them. Some products are capable of doing both, but disinfecting requires a bit more work. Still, sanitizers effectively lower the risk of infection.