CLEAN DESK GUIDANCE

Navigating the transition back to our business communities has provided an opportunity to establish new rhythms in the workplace. One way we can redefine healthy habits as part of our office experience is to practice desk cleanliness.

Desk cleanliness includes two key considerations: Removing clutter and disinfecting your workspace. Removing clutter helps protect confidential information and data from unauthorized access and presents fewer surface areas for germs. Disinfecting your workspace helps prevent the spread of communicable illnesses and supports general office health and wellness.

To practice desk cleanliness and build healthy office habits, review the following three P's: **Plan, Protect and Pick up.**

PLAN first thing in the morning.

When you arrive to the office, think through your schedule for the day and necessary materials. Planning your day can help you organize the documents needed for immediate work and keep only the essential items for your workday on your desk. File all other folders and documents to keep your workspace clear of clutter.

PROTECT information whenever you leave your desk.

Practicing clean desk habits can help you protect sensitive information whenever you step away. Prior to leaving your desk, check to see if sensitive information is visible. Never write down login credentials or passwords on loose pieces of paper. Place confidential materials inside a folder or off your desktop in a secure filing cabinet. Make sure to lock your computer and switch on your computer's password-protected screen saver.

PICK UP at the end of the day.

At the end of the day, set aside time to pick up your workspace. In order to maintain work information secure, it's essential to file your documents or lock them up, if necessary. Additionally, consider how you can supplement the cleaning efforts of janitorial service partners by proactively disinfecting your desk. If you get into the habit of cleaning 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:

As you build healthy office habits, review the tips below to clean and disinfect your workspace. You can also find definitions below to help clarify the difference between cleaning, disinfecting and sanitizing.

- 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.