Cleaning your Workstation

- ☐ Sanitize your desk or workstation at least **twice daily**, at the beginning and end of each workday.
  - Use the alcohol-based wipes or sprays containing at least 70% alcohol provided to you. These disinfectant supplies will be made available to you. Please contact your supervisor if you require additional supplies.
  - Spray alcohol on work surfaces and tools, allow to stay on surface for at least 30 seconds.
  - For IT equipment such as a keyboard, spray a paper towel with alcohol to wipe down surface, or use alcohol wipes.
- ☐ **Once you touch an item, sanitize it**: phone, stapler, tape dispenser, cabinet door.

1. This content has been informed or adapted from CDC and WHO guidelines, from online conversations with the Venture and Business Community, publicly available information, including original content in the Safe Work Playbook by Lear Corporation and www.lifelabslearningcorporation.com, Newmark Knight and Frank http://www.ngkf.com/ and generously shared online.
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