

## Cleaning your workstation

- Clean your station at the beginning and end of each workday.
- Use alcohol-based wipes or sprays containing at least 70% alcohol.
- 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, clean it: stapler, tape dispenser, cabinet door.
- Employees may choose to bring the following supplies from home to reduce the need to handle commonly items in the office: dish gloves for cleaning, desk cleaner, hand sanitizer, and a water/coffee cup with a lid.
- A list of disinfectants and the applicable time to leave on surfaces can be found [here](#).

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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