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](#).

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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](http://www.lifelabslearningcorporation.com), Newmark Knight and Frank [http://www.ngkf.com](http://www.ngkf.com) and generously shared online.
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