SAFE OFFICES

CLEAN & DISINFECT SURFACES
Clean desk, phone, light switches, mouse, keyboard, drawers, and other hard surfaces with soap and water, then disinfect with bleach solution.

CLEAN & DISINFECT FLOOR
Clean floor with broom or vacuum, then disinfect with mop and bleach solution.

REMOVE TRASH & DISPOSE OF GLOVES
Place trash in outside receptacle.

LOG YOUR CLEANING

CLEAN AT LEAST 2X/SHIFT OR MORE, DEPENDING ON USE

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