

OFFICE AREAS

Office areas are hubs of activity which present a risk of transmission. Such risk can be minimized by adopting a series of common-sense policies including making each person responsible for their own area, implementing a no-share policy, and ensuring effective hand hygiene practices. Protocols should also be in place to protect the health of office guests.



PARTNERS IN PROTECTION

STOP THE SPREAD

The following protocols are key to maximize health and safety and break the chain of transmission in the office areas, including the first aid area.



1

No Sharing

Office personnel should not share equipment like phones, computers, copiers, and staplers to reduce the risk of infection.



2

Office Lounge

Before and after using appliances in the office lounge/break room, individuals should use a wipe to disinfect the appliance and "touched" objects.



3

Hand Hygiene

The office area should always have a hand sanitizer dispenser as well as an adequate supply of hand soap at all sinks.



4

Computer Care

Use keyboard covers and make sure products being used on computers will not damage the equipment.

PERSONAL RESPONSIBILITY

Ensure there is a hand sanitizer dispenser at a central location in the area where the offices are located. Let individuals know they will be responsible for their own area. Each individual should use a wipe when they first enter their office. Having employees wipe their own furniture and office equipment negates the need to wipe multiple times and means the cleaning staff will not need to disinfect the items on a nightly basis.

KEEPING IT CLEAN

- Ensure a canister/dispenser of wipes is available in a central location.
- Have individuals wipe all office equipment after use (e.g.: printers, fax machines, etc.)
- Small office equipment should only be used by one individual (e.g.: scissors, staplers, etc.)
- Leave all doors open if possible in order to reduce transmission and risk.
- If a door needs to be opened/closed, have individual wash their hands.