

How to disinfect a shared workspace once you are finished:

1. Turn off your computer or any other electronic devices.
2. Put away any personal paperwork.
3. Find the nearest blue sanitizing bucket.
4. Remove one of the soaked towels from the bucket and wring out most of the excess disinfectant. Try to leave the towel damp but not sopping wet.
5. Wipe down all areas you touched or occupied when using the room. Let the chemical air dry on all surfaces. The trick is to leave them just slightly damp so that the surface will stay wet for one minute. If it stays wet longer than a minute- you used too much!
 - a. Lightly wipe down computer keyboards. Be careful! Keyboards have lots of nooks and crannies to leave excess disinfectant. You are not scrubbing- just applying disinfectant and allowing to air dry.
 - b. Do the same for phone receivers/copiers and keypads if touched. Opened a window? Don't forget to wipe the sill and lock if you did.
 - c. Continue on to chairs/tables/desktops/drawer handles/staplers- any hard surface item you touched while using the office.
 - d. Finish wiping by "mopping yourself out of a room." That means light switches, door handles (both sides) and any surface of the door that might have been touched while using the room should be done just before you exit the room for good. Do not re-enter a room once sanitized.
6. Return the towel and immerse into the disinfectant bucket. If the towel has excess visible soil on it you can see, place towel into provided lined can to be laundered. ***Please do not throw away the towel!***
7. It is not necessary to use gloves when sanitizing-the chemical in the bucket will do that for you. If you have sensitive hands and elect to use gloves, please make sure gloves are disposed of properly and immediately sanitize hands after removing gloves. Please don't place used gloves in the dirty towel bucket.
8. Congratulations! You have just practiced standard disinfectant procedures! Well done!

Frequently asked questions:

1. Q: What about cloth chairs? A: Cloth chairs can be wiped just like any other surface but you will find that your towel needs to be "wetter" as more disinfectant will transfer from the towel to the chair. The best way to do cloth chairs is FIRST. Start with a wetter towel, and then move to keyboards. It is ok to return to the bucket and "recharge" the towel if necessary.

2. Q: What about common paper? A: The CDC has performed many studies over the years on paper products concerning transfer of bacteria or viruses via casual shared paperwork. No substantial increase of transmission has been repeatedly observed. Due to the nature of a “novel” virus that has not been extensively studied you can practice a couple of common sense steps to keep yourself safe. While handling paperwork- stop touching your face! Every time you leave your desk area- wash or sanitize hands. If you have broken or cut skin on hands wear waterproof gloves. Gloves are provided at every sanitizing station.
3. Q: My hands are starting to dry crack and peel from constantly sticking them in that bucket! What should I do? A: You are awesome for being proactive! We all thank you! Apply medicated hand cream when you are at home to help replenish skin and promote healing. Be aware not all skin creams are medicated.
4. Q: How often should I disinfect my shared space? A: At minimum when you leave for the day. If you have visitors in the space you can take the added step of quickly wiping down “touch surfaces” between visitors. Just follow the steps outlined earlier. It is not necessary to do the entire room.

Stay safe and sanitize!