



QUICK OFFICE HYGIENE TIPS

Encourage employees and colleagues to:



Disinfect shared surfaces

Surfaces like doorknobs, tables, handrails, copy machines, light switches, and kitchenette spaces need to be disinfected regularly. Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants should be effective.



Keep personal spaces clean

In addition to disinfecting shared spaces, regularly disinfect your personal work station, keyboard, mouse, chair handles, and phone with approved cleaners.



Wash hands

Wash your hands regularly with warm soapy water for at least 20 seconds. Additionally, wash before eating or preparing food and after using the restroom, coughing, sneezing, blowing nose, or having contact with someone else. Consider setting calendar reminders to wash hands.



Increase air circulation

Increase ventilation in your space by opening outside windows or doors if your office spaces allows.



Stop handshaking

Use other non-contact methods of greeting and try to keep your distance - even if it feels funny!



Stay home when sick

Do not immediately clean the spaces of colleagues who are out sick as respiratory droplets may still be on their surfaces.



Resources

Visit [CDC.gov](https://www.cdc.gov) for more information and details about cleaning and disinfecting after cases of COVID-19 are identified.

Contact facilities@uidaho.edu with specific cleaning questions.



QUICK OFFICE HYGIENE TIPS

Encourage employees and colleagues to:



Disinfect shared surfaces

Surfaces like doorknobs, tables, handrails, copy machines, light switches, and kitchenette spaces need to be disinfected regularly. Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered disinfectants should be effective.



Keep personal spaces clean

In addition to disinfecting shared spaces, regularly disinfect your personal work station, keyboard, mouse, chair handles, and phone with approved cleaners.



Wash hands

Wash your hands regularly with warm soapy water for at least 20 seconds. Additionally, wash before eating or preparing food and after using the restroom, coughing, sneezing, blowing nose, or having contact with someone else. Consider setting calendar reminders to wash hands.



Increase air circulation

Increase ventilation in your space by opening outside windows or doors if your office spaces allows.



Stop handshaking

Use other non-contact methods of greeting and try to keep your distance - even if it feels funny!



Stay home when sick

Do not immediately clean the spaces of colleagues who are out sick as respiratory droplets may still be on their surfaces.



Resources

Visit [CDC.gov](https://www.cdc.gov) for more information and details about cleaning and disinfecting after cases of COVID-19 are identified.

Contact facilities@uidaho.edu with specific cleaning questions.