In an effort to limit the spread of germs and COVID-19, we are asking that all employees wipe down their office/work spaces. Cleaning should occur before, during, and after your shift. Cleaning should be done using a disinfecting cleaner, such as Lysol or Clorox Wipes, Lysol Spray/Foam, or other bacteria killing cleaners. Regularly wash your hands and clean up after yourself.

You should wipe all high contact areas. This is for your health and the health of your coworkers. If we work together, we can limit the spread of COVID-19 and other germs.

**Key areas that we should be focusing are listed below.**

* Keyboards
* Mouse
* Desk and cell phones
* Calculators and adding machines
* Exterior case of laptops and portable computers
* Staplers
* Tape dispensers
* Desk and working surfaces
* Door knobs
* Light switches
* Non-porous binders or clipboards
* Miscellaneous office tools

\*This list is not all-inclusive, any area high contact areas/surfaces should be wiped down.