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Health and Hygiene Tips



WORKSTATION

Have you wiped down your desk before you start work?

Do you have all of the equipment you need?

Is there hand sanitiser on your workstation or pod?

Is there plenty of room between you and anyone else in the office? (1.5-4m)



PERSONAL ITEMS

Is your workstation clean and tidy?

Are there any items that need to be sorted through and/or thrown out from your desk or pedestal?

Do you have anything that could be taken home?



IT EQUIPMENT

Do you have a keyboard and mouse at your desk?

Have you wiped down your equipment before use?

Making sure all items are still plugged in and using power.



KITCHEN

Have you wiped down any surfaces that you have used in the kitchen?

Have you washed off and put all your plates and cutlery in the dishwasher?

KEEP HYGIENE A PRIORITY



Wash your hands, before and after you eat and after using the bathroom. Use hand sanitiser throughout the day.



Clean up what you use and wash with dish liquid before placing in dishwasher.



Wipe up and cleanse any communal areas used in the office.



Wipe your desk when you get in and before you leave for the day.