

Everyday workplace hygiene tips



We're doing all we can to provide a clean environment for you. And if we work together – practicing good hygiene throughout the day – we can make a big difference.

To help create a more hygienic workplace, consider putting these tips into practice:



Be open to new ways of working.

Check if there are work-from-home guidelines from local authority. Consult with your manager about whether it makes sense for you to continue to collaborate remotely or adopt flex work. When you are in the building, be mindful of the safety of others.¹



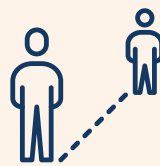
If you have a fever, cough, difficulty breathing or other symptoms, stay home and seek medical advice.²

Do not come into the building.



Check if there are guidelines from local authority on maximum size of gathering.

Take advantage of technology. When in-person meetings are required, put empty chairs between people and limit the number of people to what is necessary.



Maintain social distancing.

What is the minimum safe distancing you should implement? The CDC recommends that workspaces are at least 6 feet (2 meters) apart and consider reducing the number of chairs in a meeting space or conference room.³



Try to avoid touching your mouth, nose and eyes.⁴

If you have to, wash your hands before or after doing so.⁵



Don't share devices.⁶

This includes keyboards, computer mice, headsets and other equipment.

Everyday workplace hygiene tips

To help create a more hygienic workplace, consider putting these tips into practice:



Wash and sanitize your hands often and properly.

These resources can help. Please contact us for a copy.

Follow facility hygiene protocols and ask others to do the same.

Report any concerns to your facility manager. And consider your hygiene journey throughout the day. The graphic below illustrates various potential touch points there could be for an average individual.



1 What Happens When We Return to the Workplace, <https://www.gensler.com/research-insight/blog/what-happens-when-we-return-to-the-workplace>

2 CDC, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

3 CDC, <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

4 CDC, <https://www.cdc.gov/features/rhinoviruses/index.html>

5 CDC, <https://www.cdc.gov/handwashing/when-how-handwashing.html>

6 CDC, <https://www.osha.gov/Publications/OSHA3990.pdf>

7 Information contained here are recommended best practices, and do not supersede any recommendations or regulations mandated by local laws and regulations.

This information is brought to you by:

