

Cleaning Office Surfaces

The COVID-19 virus lives on surfaces for up to 72 hours.

As COVID-19 is spread by droplet transfer, we need to be vigilant about cleaning surfaces where the droplets may have landed. This is to avoid picking it up on our hands and transferring it to our faces particularly, eye, nose and mouth. (Droplets can be spread by things like coughing, sneezing, sweating, shaking hands and close personal contact).

To clean the Office Surfaces, please:

- Use either disinfectant wipes or spray bottle with diluted bleach (e.g. Janola). Wipe the surface with the disinfectant wipe or spray surface and then wipe with chux cloths.
 - Do this twice a day - once at lunch and once at end of working day.
 - Instructions on how to make up the bleach solution is attached to the spray bottles.
- Clean Bench tops and desks and any other surfaces droplets can settle on.
 - This includes toilets, clean toilet push button, toilet set, door handles, taps, benches and basins.

DO NOT spray computers/key boards directly with bleach spray. Dampen cloth with bleach solution, then wipe the keyboard/ computer.

- Always ensure chux cloth is discarded after use, then wash hands.