

CLEANLINESS IN THE WORKPLACE



PREPARED FOR CLEANING

Do your part in helping to keep the workplace clean. You can do this, for example, by tidying your desk before you leave the workplace.



SHARED SURFACES

The things that everyone touches must be kept clean. Whether it is a door handle, light switch, faucet, coffee maker or printer. This also applies to equipment that is shared by several employees, e.g. headsets and keyboards.



START WITH CLEANLINESS

Wash your hands or use hand sanitizer when you arrive at work. Hand sanitizer must contain at least 70% alcohol.



NEVER TOO OFTEN

To the extent possible, it is recommended that you wash your hands more often than usual and that you prioritize the cleaning of surfaces.



REMEMBER THE PHONE

If a phone is shared by several employees, it is recommended that you either clean it with rubbing alcohol or wipe it down with a cloth.



CLEAN YOUR WORKSTATION

Clean your workstation with rubbing alcohol, a cloth or common cleaning products at the end of your workday.

