



COVID-19 WATCH: HIGH TOUCH OFFICE ITEMS

OFFICE BUILDING

- Door handles
- Elevator buttons
- Guest chairs
- Keys
- Light switch
- Sanitizer dispenser
- Waiting area furniture

PERSONAL OFFICE

- Computer keyboard
- Desk surface
- Door handles
- Keys
- Light switch
- Mouse & Mouse pad
- Office Equipment e.g. Printer, Copier
- Office & Guest Chairs
- Sanitizer dispenser
- Cell phone & Desk phone

KITCHEN

- Chairs & Tables
- Coffee Maker & Coffee Pot
- Counter
- Cups & Mugs
- Door handles
- Kettle
- Kitchen sink & faucets
- Kitchen sponge
- Microwave door & keypad
- Refrigerator door
- Vending machine
- Water cooler

RESTROOM

- Door handles
- Face basin counter
- Sink & Faucets
- Light switch
- Paper towel dispenser
- Soap & Sanitizer dispenser
- Toilet handle
- Toilet roll dispenser
- Toilet seat

Create your **Personal COVID-19 Workplace Safety Plan** for how you will handle yourself, colleagues, and visitors in relation to these high touch office items and areas.

Have a made-up mind to stay safe away from home, so you can keep your family safe when you return home.

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