

- ☐ Quick tidy your desk before leaving for the day
- ☐ Disinfect high-traffic surfaces (Ex. door handles)
- ☐ Remove and clean any desk glasses or mugs
- ☐ Wash any dishes and sanitize the sink
- ☐ Empty and rinse coffee makers
- ☐ Take lunch containers home
- ☐ Unplug technology
- ☐ Turn off the lights
- ☐ Always wipe down counters after eating or preparing food