

# 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.<sup>1</sup>

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.



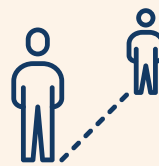
### If you have a fever, cough, difficulty breathing or other symptoms, stay home and seek medical advice.<sup>2</sup>

Do not come into the building.



### Limit the number of people you interact with.

Take advantage of technology. When in-person meetings are required, put empty chairs between people and limit the number of people to 10.



### Adjust to new social norms.

Consider adopting a handshake-free greeting and continue to maintain a distance of six feet when you interact with others.



### Try to avoid touching your mouth, nose and eyes.<sup>3</sup>

If you have to, wash your hands before or after doing so.<sup>4</sup>



### Don't share devices.<sup>5</sup>

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

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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:

- [Hand Washing Guide](#)
- [Hand Sanitizing Guide](#)

## 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 just a sampling of how many different touchpoints there are from morning till night.



To learn more, visit these sites: [hand hygiene](#) and [surface disinfecting](#).

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/features/rhinoviruses/index.html>  
4 CDC, <https://www.cdc.gov/handwashing/when-how-handwashing.html>  
5 CDC, <https://www.osha.gov/Publications/OSHA3990.pdf>

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