



Wipe-Down Wednesday



Clean Your Area

Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use cleaning agents that are usually used in these areas, and follow the directions on the label.

- Door Knobs
- Countertops
- Phones
- Keyboards
- Chair handles (where hands go)
- Elevator buttons/handrails



Wash Your Hands

Follow these five steps every time:

1. **Wet** your hands with water and apply soap.
2. **Lather** your hands by rubbing them together with the soap.
PRO TIP: Be sure to lather the backs of your hands, between your fingers and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well.
5. **Dry** your hands using a clean towel or air dry them.
PRO TIP: To prevent the transfer of germs onto your clean hands, use a paper towel to open the restroom door.



Watch Your Cough/Sneeze Etiquette

1. Cover your mouth and nose with a tissue when you cough or sneeze, then place the tissue in a waste basket.
2. If you don't have a tissue, cough or sneeze into your elbow.

REMEMBER: Covering your mouth when you cough or sneeze and washing your hands are the most effective ways to prevent the spread of viruses.

For more information, visit [CDC.gov](https://www.cdc.gov).

