

## Assess Your Situation

To help you set up a successful office hygiene strategy, here are some essential items to consider. Note your building's level of preparedness in each of these areas, then determine your action steps.

Critical action areas

● Unprepared    ● Needs Improvement    ● Prepared

1. **Surfaces disinfected throughout the day in most hygienic manner:**
  - EPA-approved cleaner & disinfectant
  - Properly trained/retrained cleaning staff
  - Scheduled disinfecting throughout the day

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2. **Frequent hand washing encouraged for all employees & visitors:**
  - Best practices shared via company messaging
  - Visual cues posted as a frequent reminder
  - Sinks well-stocked with hand soap & single-use paper towels

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3. **Hand sanitizer (at least 60% alcohol) available in high-traffic hotspots throughout the office:**
  - Entrances, reception areas, restrooms, doors with handles, etc.
  - Consider hygiene stations in work areas

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4. **Disinfectant spray and/or wipes provided in high-traffic hotspots:**
  - Stair rails, breakroom counters, near elevator doors, etc.

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5. **Restrooms equipped for convenience, max hygiene and efficiency:**
  - Hygienic toilet paper, seat covers, hand soaps & sanitizers
  - Consider facial tissues to support hygiene

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6. **Hand drying process optimized for hygiene:**
  - Disposable paper towels
  - Fully enclosed dispensers
  - Consider touchless technology

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