

Job Aid for SBCC: Cleaning Work Area

Please follow these simple procedures when cleaning your work area, including all “high touch” areas. We highly recommend you clean your area multiple times/day. At a minimum, clean at the beginning, middle, and the end of your workday.

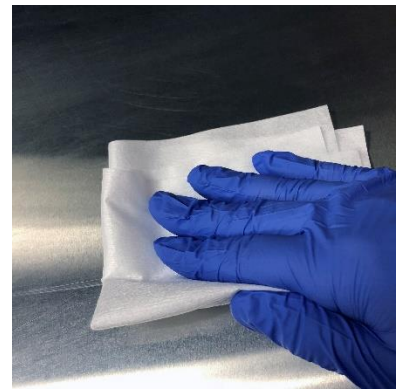
Step 1: Protect Yourself –
put on your gloves and
other PPE



Step 2: Prepare – make
sure you have your Multi-
Purpose Alcohol Wipes



Step 4: Wipe – Use the
wipes to wipe your area



Step 5: Discard – once
finished, place the used
wipe(s) in your trash
receptacle.



Job Aid for SBCC: Cleaning Work Area

Please follow these simple procedures when cleaning your work area, including all “high touch” areas. We highly recommend you clean your area multiple times/day. At a minimum, clean at the beginning, middle, and the end of your workday.

Step 6: Discard Again – properly remove your gloves (Inside out method) and place in your trash receptacle. DO NOT REUSE.



Step 7: Wash – wash your hands with soap and warm water



High Touch areas include:

- Entry area handles, i.e., door handles
- Immediate work area, i.e., desk, desk phone, keyboard, mouse
- Desk handles