



CLEAN DESK POLICY



BEFORE YOU START WORKING...

- 1. TIDY YOUR DESK.***
- 2. DISINFECT YOUR DESK + PHONE + WORK EQUIPMENT.***

AND BEFORE YOU LEAVE YOUR DESK...

- 1. TIDY YOUR DESK.***
- 2. PUT AWAY ALL SENSITIVE DOCUMENTS IN A FILE CABINET WITH A LOCK.***
- 3. DISINFECT YOUR DESK SURFACE, PHONES, AND FREQUENTLY TOUCHED WORK EQUIPMENT.***
- 4. LOCK YOUR SCREEN OR SHUT DOWN EQUIPMENT.***
- 5. CHECK FLOOR FOR DOCUMENTS AND DISCARD ACCORDINGLY.***

THIS POLICY ALLOWS US TO PROPERLY CLEAN & DISINFECT YOUR DESK AFTER HOURS.

NON-COMPLIANT DESKS WON'T BE SERVICED.

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