## Reopening Tips for Cleaning & Disinfecting

## **High Frequency Touch Points** in Your Office

## **General Areas**



**Doors** frames & handles



**Elevator** cars & buttons



**Filing cabinets** drawers & handles



**Phones**handles & buttons/
touchscreens



**Printer** paper trays & touchscreens



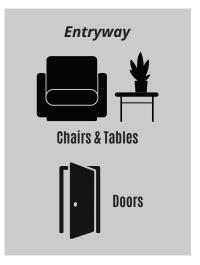
**Light switches** 

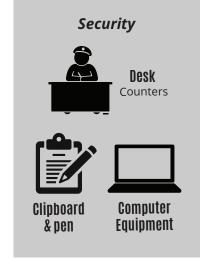


**StairWay** doorhandles & railings



**Office Stationary** hole punches, scissors, tape dispensers, staplers





## Offices



**Desk**Drawers & desk top



**Chair**Backs and armrests



**Computer**Keyboards, mice,
monitors, on/off switch

Cleaning and disinfecting high-touch areas is critical for better protecting your staff and customers. Just as you make it a priority to wash hands, move high-touch point disinfecting up on your list of best practices for a safer, healthier work-environment.

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