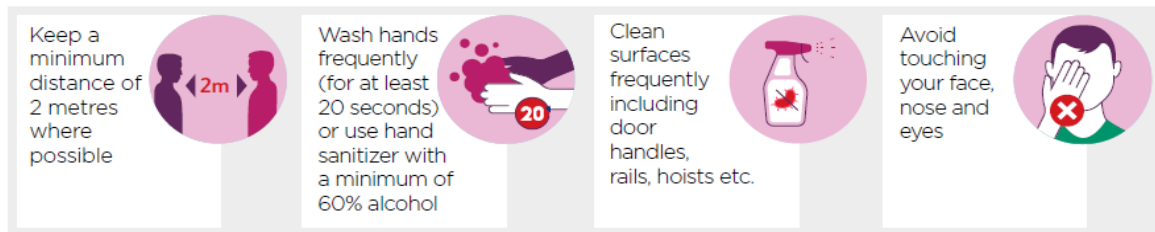


Health and Safety Toolbox Talk 150

Cleaning the desk and associated equipment during COVID 19



This TBT should be used in conjunction with the site-specific risk assessment

If your office is having regular specialist cleans e.g. with the product Zoono (which lasts for several days), the process below will not be necessary. If you have any queries regarding general cleaning of the premises, please consult either the building manager, your manager or the cleaning service provider.

Throughout various phases of the return from lockdown, this desk may be used by a number of people at different times.

You must clean down the office desk, and associated equipment before and after you use it for the day. Also, if somebody inadvertently touches the equipment you have been using, it must be cleaned immediately.

You won't need any special products to clean. Using standard disinfectant wipes or disinfectant and blue roll on the following items will be extremely helpful in stopping the spread of germs:

- Desktops and all work surfaces
- Computer monitors, keyboards, mice
- Tablets and laptops
- Telephone equipment including mobile phones
- All chair rests and arms
- Screen (where fitted on desk)

In addition to wiping and cleaning the desk, you must also clear the desk of any stationery and other items you may have used. This will include paper, envelopes, writing implements and other office supplies, as well as any cutlery or crockery.

However, keeping a clean and tidy desk will be ineffective if you're not also regularly washing your hands for 20 seconds. Where water is not available, sanitiser should be used.

In addition, you should also cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, putting used tissues in the bin immediately. You should then wash your hands afterwards.

For the cleaning of common areas as per the examples listed below, you will need to refer to the site-specific risk assessment or refer to the cleaning specification for the premises.

- Canteen / kitchen tables and chairs, crockery, trays and cutlery
- Sinks, taps and kitchen areas
- Toilets, including all surfaces
- Water fountains and drinks dispensers and vending machines
- Lifts and their doors and buttons
- Door handles

COVID 19 update

To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so.

Public-sector employees working in essential services, including education settings, should continue to go into work where necessary.

Anyone else who cannot work from home should go to their place of work.

The risk of transmission can be substantially reduced if [COVID-secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.

Those classed as [clinically extremely vulnerable](#) can go to work as long as the workplace is COVID-19 secure, but should carry on working from home wherever possible.

There is no limit to group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-secure guidelines.

You should continue to:

- follow social distancing rules
- travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make

Information on local COVID alert levels, including what they mean, why they are being introduced and what the different levels are, can be found at:

<https://www.gov.uk/find-coronavirus-local-restrictions>