



'HOW TO...'

Clean your desk

Where possible hot desks should not be used and shared areas (such as canteen and colleague rest areas) should be controlled to ensure social distancing can be maintained at all times.

You must clean your desk at the following intervals;

- Upon arriving at work
- After every customer interaction
- Before and after every break
- As you leave for the day

You may wish to clean your desk in between these periods, and please remember that cleaning is not a substitute for maintaining the 2-metre social distancing rule.

Personal Protective Equipment (PPE) Required:

The following PPE shall be used during this process;

- Latex / Nitrile gloves

Basic desk space cleaning checklist

- ❖ Use mild soap solutions
- ❖ Use alcohol solutions and wipes as provided in the cleaning basket provided in each area

✓ Hygiene screen	<input type="checkbox"/>
✓ Desk top and any other surfaces	<input type="checkbox"/>
✓ Telephone equipment including headsets where used	<input type="checkbox"/>
✓ Keyboard	<input type="checkbox"/>
✓ Mouse	<input type="checkbox"/>
✓ Chair arms and controls	<input type="checkbox"/>

If you can think of anything that we have missed, let me know rachelm@fleetline.co.uk

If you have any questions or concerns, you should raise them with me rachelm@fleetline.co.uk so that we can discuss and resolve any concerns. Our staff and our customers safety is our priority