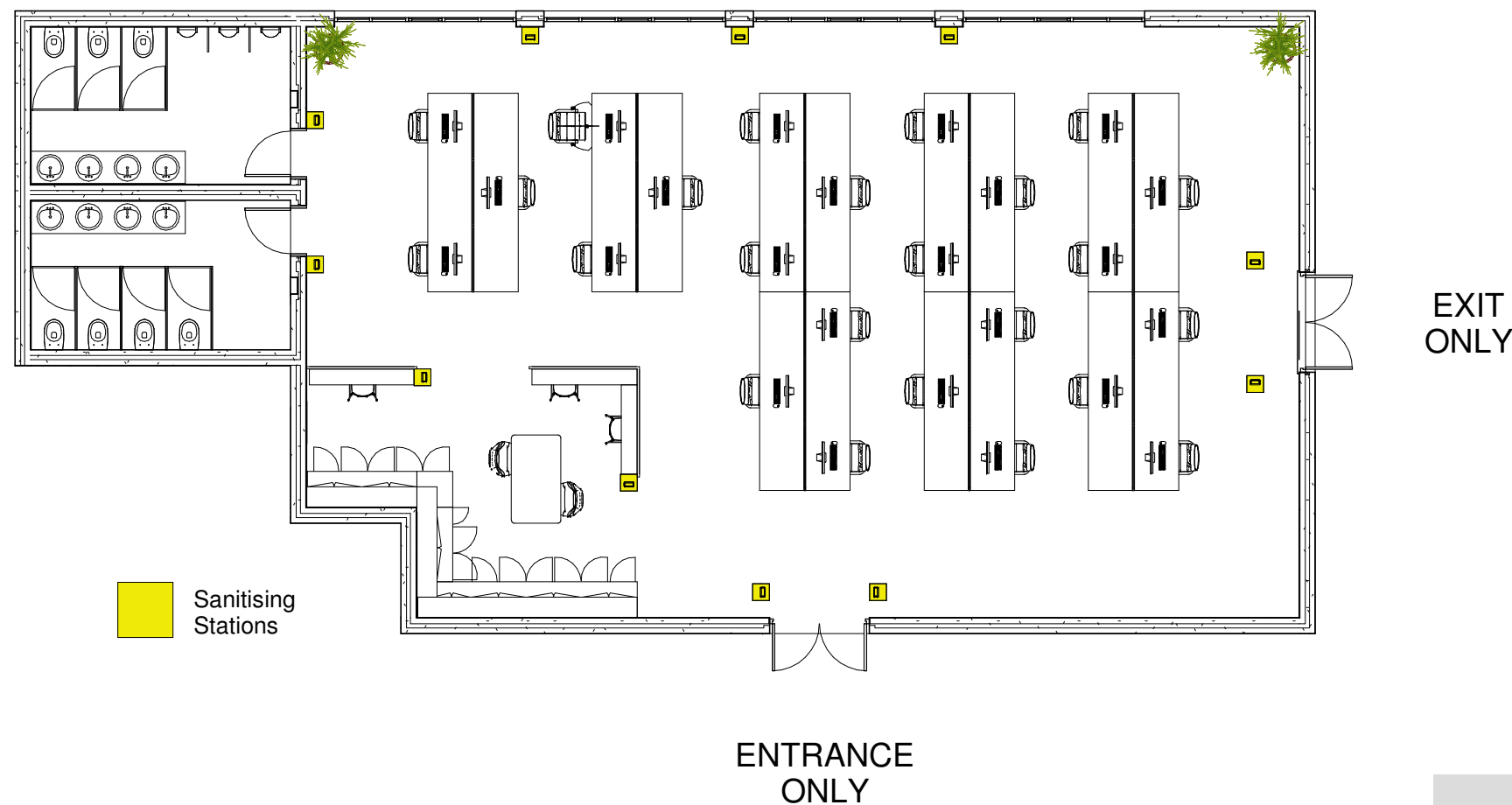
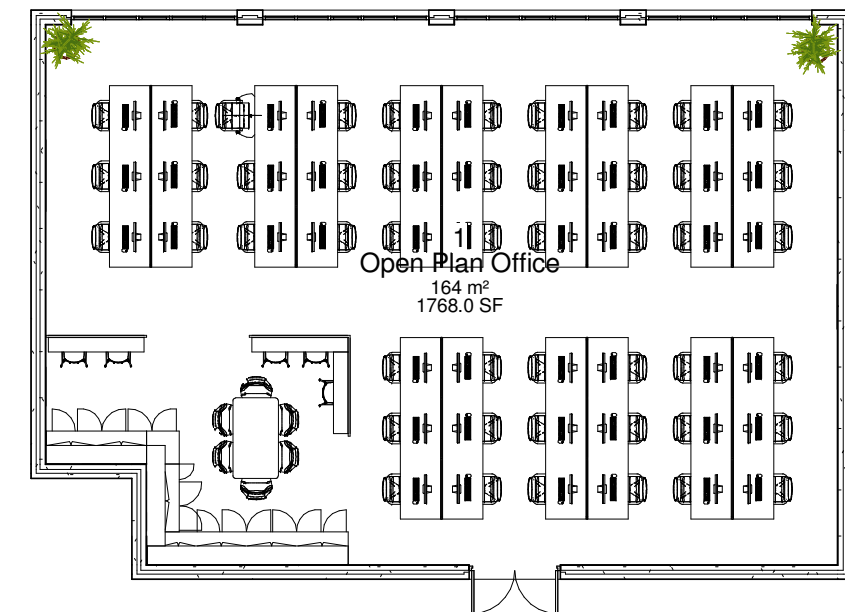


Office Planning - Hygiene Facilities

Adaption



Original



Guidelines for Office Hygiene

- Use signs and posters to build staff awareness of good handwashing technique and other sanitary procedures.
- Use signage to provide regular reminders of personal hygiene requirements.
- Provide regular access to hand sanitiser in multiple locations.
- Enhance cleaning in busy areas/areas with high footfall.
- Provide cleaning equipment including single use wipes, cloths and antibacterial spray for staff to use on handles, desks and other touchable surfaces.
- Provide correct cleaning instructions for soft surfaces and ensure these are cleaned often.

