

Help Prevent the Spread of the Flu Virus

At the Workplace



Disinfect hard surfaces*

- Step 1** For heavily soiled surfaces, clean excess dirt off.
- Step 2** Thoroughly wet surface by using a disinfecting wipe or disinfecting solution in a spray bottle.
- Step 3** Allow disinfecting solution to contact surface for minimum contact time (according to the product label) and rinse if necessary.
- Step 4** If there's excess disinfectant or water, wipe off and air dry.

Disinfect hard floors*

- Step 1** Sweep and pick up excess dirt.
- Step 2** Apply sufficient disinfectant solution so that floor remains wet for the minimum contact time according to the product label.
- Step 3** Mop floor and remove excess disinfecting solution.
- Step 4** Use clean water and a clean mop head to thoroughly rinse floor. Let air dry.

Always use products as directed.

*Nonporous, hard surfaces

Key Areas to Disinfect

Common Areas



Kitchens & Break Rooms



Offices & Cubicles



Bathrooms



Checklist of Surfaces to Disinfect



Pay Special Attention to Germ "Hot Spots"



Common Areas

- Light Switches
- Door Handles
- Water Fountains
- Railings
- Elevator Buttons
- Chairs & Benches
- Tabletops
- Trash Cans
- Floors



Bathrooms

- Sinks
- Faucets
- Countertops
- Toilets & Urinals
- Door Handles
- Light Switches
- Trash Cans
- Floors



Offices & Cubicles

- Desks
- Chairs
- Counters
- Keyboards
- Computer Mice
- Telephones
- Light Switches
- Trash Cans
- Floors



Kitchens & Break Rooms

- Tables
- Chairs
- Vending Machines
- Water Coolers
- Sinks
- Faucets
- Trash Cans
- Floors

Always use products as directed.