

## Clean Desk Guidelines

***This is a community challenge and will require a community solution. You are empowered to be responsible for the health and wellbeing of your team and our community.***

Maintaining a clean desk and work environment is imperative to aid in the cleaning and disinfection measures the University is undertaking as a part of our plan to reduce the transmission of COVID-19. This document will outline how workspaces should be maintained going forward.

### Workplace Strategy

Clean desks policies and guidelines have long been implemented in the workplace to ensure confidentiality of data and to promote culture of organization. As part of the return to campus plan, clean desk guidelines will reduce the potential spread as, combined with cleaning protocols; clean work surfaces will reduce the spread of COVID-19. Maintaining an organized desk will help with cleaning efforts. At the end of every day, the University expects staff and faculty to take the time to clean and disinfect their desk.



*Clean Desk Policy Example*

### Clean Desk Guidelines

Clean desks policies have long been implemented to ensure confidentiality of university data and to promote culture of organization. As part of the return to campus plan, clean desk guidelines will reduce the potential spread of COVID-19 ensuring frequent and thorough cleaning and allow for staff rotation systems. It is important that each and every community member participate in keeping workspaces clean and practicing good hygiene.

Consider:

- All levels of the organization must comply
- Provide lockable storage
- Encourage electronic documents and file management
- Implement a backup routine to discourage employees from keeping paper files
- Establish a reservation system for hoteling
- Implement a 'don't be a squatter' policy
- Establish change-management plan

Be sure to purchase cleaning supplies through Northwestern's [Procurement and Payment Services](#).

## Enforce

It is recommended that signage be installed to remind the community of the new policy. Consider appointing one or more employees to monitor office areas. They should do a quick audit to make sure your employees are following your new policy — no papers, notes, post-its or any other documents containing sensitive information should be left on desks. Once everyone gets into the routine, you may be able to do random versus daily checks.

## Best Practices Checklist

Follow the below guidance compiled from the Centers for Disease Control and Prevention (CDC) and manufacturers to safely and properly clean and disinfect your desk area:

Complete	Item	Task
	Personal Items	<ul style="list-style-type: none"> <li>Remove and/or put away personal items.</li> </ul>
	Desktop	<ul style="list-style-type: none"> <li>Thoroughly clean and then disinfect a section of your desk to set cleaned and disinfected items on.</li> <li>After cleaning, you can dry the surface with a clean towel, but you always need to wait for disinfectant to dry prior to moving items for it to be effective.</li> </ul>
	Small Items	<ul style="list-style-type: none"> <li>Clean and disinfect the small items on your desk (e.g., stapler, tape dispenser, scissors, pens), and then set them on the cleaned/disinfected part of your desk.</li> </ul>
	Phone	<ul style="list-style-type: none"> <li>To clean your desk phone, unplug the phone and wipe down all surfaces i.e., ear and mouthpieces, cords, buttons) with disinfectant wipes. <b>Note: Not sharing your phone with anyone will also help prevent exposure.</b></li> </ul>
	Keyboard	<ul style="list-style-type: none"> <li>Clean the keyboard with a disinfectant wipe, paying extra attention to often-used keys (i.e., space bar and Enter key). Ensure you squeeze out extra liquid from the wipe before cleaning to avoid dripping moisture into the openings, which can damage the keyboard.</li> <li>Spray compressed air between the keys to clear dust and debris.</li> </ul>
	Mouse	<ul style="list-style-type: none"> <li>To clean your mouse, unplug it and remove batteries if needed, then clean all sides and the scroll with a disinfectant wipe. For laptops, swipe the disinfectant wipe across the touchpad, taking care not to get excess moisture into the openings.</li> </ul>
	Computer Screen	<ul style="list-style-type: none"> <li>Wipe the display with a microfiber cloth, dampened with a diluted solution of mild dish soap and warm water.                             <ul style="list-style-type: none"> <li>➤ Rinse the cloth with clean water, squeeze out excess moisture, then wipe again to remove any soapy residue.</li> </ul> </li> </ul> <p><i>Note: Avoid using paper towels, cleaning rags, glass cleaners, and other harsh chemicals, as these can damage the LCD screen.</i></p>
	Pantry Support	<ul style="list-style-type: none"> <li>If you use a coffee cup or reusable water bottle at work, wash it daily with liquid dish soap and hot water or take it home each night after work to run it through the dishwasher.</li> </ul>
	Whiteboards	<ul style="list-style-type: none"> <li>Wipe whiteboard clean and/or provide you own marker</li> </ul>
	Desktop	<ul style="list-style-type: none"> <li>After cleaning and disinfecting all items on your desk, ensure you have thoroughly cleaned and disinfected the whole desk surface and everything has dried; then, you can replace items to their proper location.</li> </ul>