# Sharing Workstations:

Tips on reducing the spread of COVID-19

Surfaces can become contaminated if an infected person sneezes or coughs onto them. NSW Health estimates that the virus can live on surfaces for a few hours, or up to several days. Help stop the spread.

Clean shared workstations every time you use them

- Use cleaning liquids or wipes available at your worksite. Detergent-based products are most effective. Always prepare products as directed.
- If using a liquid, dampen a paper towel, tissue or cloth. **Do not** spray directly onto technology and equipment.
- Wipe down all shared technology, equipment and surfaces.

✓ phone	✓ desk	✓ keyboard
✓ mouse	✓ pens	✓ stationary
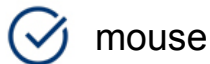
- Dispose of rubbish and wash your hands.

If a staff member is told to self-isolate or tests positive for COVID-19, deep cleaning will be undertaken.

Don't forget to practice good hygiene

- Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow.
- Wash your hands thoroughly for at least 20 seconds with soap and water at regular intervals throughout the day, including before and after contact with people or shared surfaces.
- Always wash your hands before eating or touching your eyes, nose and mouth.

If you are concerned that a colleague is unwell speak to your Manager.