

# 7 steps to office hygiene

## Coming clean in the office

Which area in your office harbours most germs? The bathroom? The floor? Actually, there are 400 times more germs on your desk than on a toilet seat. And if that has you reaching for the antiseptic wipes, follow our top tips for a hygienic work space.

### 1 Wipe/wash

Wipe your workspace with a disinfectant every day. Plain water won't do the trick but handy dispenser wipes kill those pesky microorganisms.

### 2 Be a scrubber

We all wash our hands when we go to the bathroom, right? Well, don't just wash them – scrub them. According to hygiene experts, a thorough wash should take about 45 seconds to dislodge the organisms from the surface of your hands.

### 3 Alcohol at work

You touch about 30 objects every minute in your workspace and germs thrive on human touch so disinfect your hands with sanitiser that contains alcohol. Alcohol is a drying agent and it can obliterate an impressively high percentage of germs – up to 99.9%.

### 4 Don't be a mug

The office kitchen is a germ magnet. One study has showed that 20% of office mugs contain coliform bacteria which are related to faecal contamination. Use a paper cup or keep your own mug and wash it regularly, drying it with a paper towel.

### 5 Eat out

Don't eat at your desk. Crumbs will drop into your keyboard where they'll mix with any lurking bacteria. Add a bit of dust to make you sneeze and you've got the perfect environment for germs to spread. Take a break from your keyboard and eat your sandwich away from your desk.

### 6 Out of pocket

Keyboards aren't the only offenders when it comes to harbouring germs – wallets and hand-held devices such as BlackBerries or PowerPoint remotes are just as guilty and they are often overlooked when disinfectant wipes are used.

### 7 Clear the decks

Your office cleaner can only clean the spaces they can see. If you leave files and documents on your desk, the cleaner will work round them but the area underneath will be untouched. Clear your desk every night so the cleaner can really clean.



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