

Instructions on how to clean PC and desks using wipes at start and end of shift

- Work in a practical and methodical process which is from the top of the PC monitor down
- Start to wipe the top of the PC monitor, next back of the monitor, then front of the monitor
- Wipe the stand of the monitor
- Stand the keyboard on its side and gently tap it to loosen any dust or crumbs from under the keys. They should fall out onto the desk and can be wiped away into the wipe
- While the computer is locked gently wipe the keyboard
- Thoroughly wipe the mouthpiece and the earpiece of the headset
- **Last thing** you should wipe down your desk area including your chair

To reduce the risk of infection a 'clean desk' is important