

OFFICE CHECKLIST

THE DOs

- At start of your shift and at the end of your shift wipe your desk down with provided wipes
- Wipe down your desk, keyboard and mouse **hourly**
- Keep up the **Social Distancing**
- **Wash your hands** before/after eating and using the bathroom
- Eat your lunch **outside** or in your **kitchen area**
- Allow **fresh air** into your office
- Continue to bring your lunch into the office in **plastic containers/bags**
- **Continue to bring any personal belongings in plastic bags**
- Cover your coughs and sneezes with your **arm or a tissue**

THE DON'Ts

- Do not bring in your **handbag** or **backpack** - essential items only!
- Do not leave rubbish **on or around your desk**
- Do not **close your office door** unless necessary
- Do not walk freely **between office levels** (Wattle St only)