

## **Do and Don'ts of personal hygiene in the workplace?**

- Clean up behind you
- Wipe your workstation regularly
- Wash your cups and mugs daily
- Use the disinfectant provided for you
- Adhere to the hygiene policy of the company
- Do not sneeze or cough without covering your nose and mouth
- Do not leave the toilet without washing your hands
- Do not use a public toilet without wiping it down
- Do not clean your workstation irregularly
- Do not clean your face regularly with reused tissues

## **How to maintain personal hygiene in the workplace?**

To maintain personal hygiene in the workplace, you must continue to do the following things:

- Clean the desk regularly. Prevent the spread of infection and the accumulation of dust by cleaning your desk.
- Disinfect your hands at least once a day. This is another way to stop infections. Disinfectants kill bacteria and viruses in a way that soap does not.
- Wash your cups, mugs, plates and cutlery regularly. Play it safe by washing the kitchen utensils you use regularly.
- Keep a box of tissues on your desk. If you need them to cover a sneeze or clean your face, make sure you always have them close to your arms.

## **What is a clean-desk policy?**

A clean-desk policy sets out the employer's expectations for an employee's desk to be clean. For example, it can require employees to put all documents in their drawers before they leave. Regular wiping of the desk can also be specified in a clean desk policy.

## **What are some hygiene rules in the kitchen?**

- Do not leave dirty cups and plates in the sink
- Clean up any mess you make
- Do not leave food unattended
- Regularly empty the refrigerator of food leftovers
- If you make a mess, clean it up
- Label your food
- Leave the kitchen cleaner than you found it

## **5 ways to maintain toilet hygiene**

1. Flush the lid before leaving the toilet.
2. Keep toilet seats clean.
3. Wash hands thoroughly with soap and water before stepping out.
4. Dry hands before stepping out.
5. Keep the floor dry.