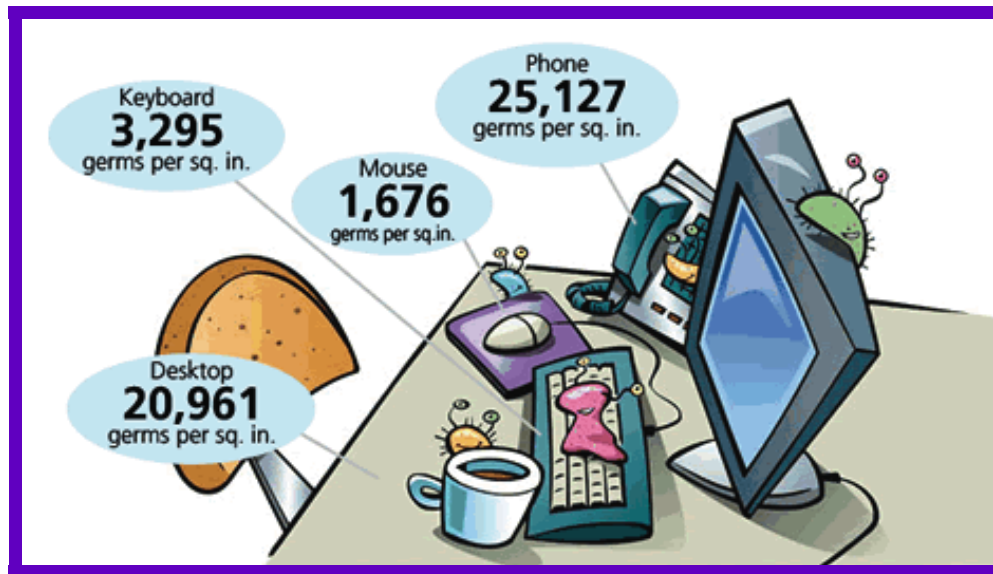


Is This YOUR Desk?



Did YOU KNOW:

(Statistics based on a study by Dr. Charles Gerba, University of Arizona, 2007)

- There are over 10 million germs in the area where you rest your hand on your desktop.
- Telephones are the most germ-infected objects in the office, followed by desk tops, water fountain handles, microwave door handles, keyboards and computer mice.
- An average desktop has 400 times more bacteria on it than the average toilet seat.

How did these germs get there? **YOUR HANDS!** Most germs are spread hand-to-surface, so it's virtually impossible not to contaminate your work surface, even if you wash your hands regularly.

WHAT CAN YOU DO?

- Wash your hands often - it will reduce the number of germs on your hands. Use soap and warm water and wash for 20 seconds, or use an alcohol based hand sanitizer that has at least 60% alcohol.
- When you sneeze or cough **do it in your sleeve** or in the crook of your arm - it keeps your hands clean. If you do use a tissue to sneeze or cough make sure to cover your nose and mouth, throw the tissue away immediately after use (never reuse a tissue) and then wash or sanitize your hands.
- Remember that cleaning crews seldom touch desktops, phones, computer keyboards, etc. Be aware that some cold and flu viruses can survive on surfaces for up to 72 hours. Regularly sanitize (use an EPA approved disinfectant) the surface of your desk, phone, keyboard, mouse, office doorknobs and table tops - especially after someone else uses them.
- Keep alcohol based sanitizing gel or towelettes at your desk, in your purse, brief case and car.
- Remember to sanitize your cell phone! Almost 50% of cell phones were contaminated with staphylococcus aureus ("staph") bacteria. Think about it ... we hold them against our faces, breathe on them, touch them with our dirty hands, and keep them nice and warm in our pockets.
- **STAY HOME IF YOU ARE SICK** - to help prevent the transmission of your illness to co-workers.