



# Creating a **more hygienic workplace** doesn't stop at the restroom

Placing hand sanitizer and signage in offices and common areas is a step in the right direction. But studies show it simply isn't enough to make a real impact. Targeting "hot spots" with hand and surface hygiene, is a key step toward reducing the spread of germs. Objects that are touched by lots of people throughout the day – such as doorknobs, elevator buttons and copiers – should be cleaned and disinfected daily in order to help break the chain of germ transmission.

## Cleaning

removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process **does not necessarily kill germs**, but by removing them, it lowers their numbers and the risk of spreading infection.



## Sanitizing

lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.



## Disinfecting

kills germs on surfaces or objects. Disinfecting works by using **chemicals to kill germs** on surfaces or objects.\* This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



## Make it easy to drive cleaning and hygiene habits!

### Step 1:

Clean the surface of commonly touched objects – use detergent or soap and water prior to disinfection.

### Step 2:

Disinfect the surface – use **EPA-registered** household disinfectants. Follow manufacturer's instructions for application and dwell time.



# Cleaning these hot spot areas help reduce germs in office buildings.

No matter which surfaces they come in contact with throughout their day, give your employees and visitors greater peace of mind by providing proven cleaning and disinfecting solutions to help break the chain of germ transmission.



Spray bottle with disinfectant and disposable wipers or pre-wet disinfectant wipes

Hand sanitizer

Hand soap and hand towels

## In the restroom



- **Soaps** are the best defense against the spread of germs.
- **Paper towels** reduce bacteria on hands by up to **77%**.
- **Hand sanitizers** are placed in high-traffic areas where germs are easily transmitted.

## Outside the restroom



- **Hand sanitizers.**
- **Disinfectant wipes** kill germs on some of the dirtiest office hot spots.



In the span of 24 hours, the average **adult touches 7,200 surfaces<sup>1</sup>** and **touches their face 552 times<sup>2</sup>**.



Keyboards harbored **8,900 bacteria<sup>4</sup>** per keyboard.  
Mobile phones harbored **6,300 bacteria<sup>5</sup>** per phone.



The average desk has **400 times more bacteria<sup>7</sup>** than a toilet seat.



Proper hand drying reduces microbial load on skin by **75%<sup>3</sup>**.



Nearly **95%<sup>6</sup>** of adults do not wash long enough to thoroughly clean the bacteria and germs from their hands.



**Did you know** there are approximately **10 million<sup>7</sup> bacteria** living on your desk?

For more information on how to make your facility truly exceptional – a place where everyone feels equipped and empowered to contribute to a more hygienic environment, visit our [hand and surface cleaning page](#).

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 4. Pyrek, K.M., 2014. *Cross-Contamination Prevention: Addressing Keyboards as Fomites*  
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 7. Source: <https://www.eshstoday.com/archive/article/21904825/the-dirty-truth-about-your-desk>

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