

COMBATING CORONAVIRUS THROUGH SANITARY OFFICE EQUIPMENT PRACTICES



WIPE IT DOWN

Wipe down the touchscreen, buttons and any other commonly touched places on the device with a damp cloth. Most household cleaners are acceptable to use except pure bleach. This is also a good idea to do at set times each day.



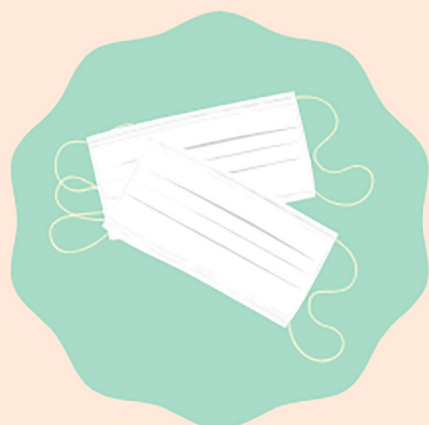
HAND SANITIZER STATION

It is a good idea to have a hand sanitizer station next to your office's shared copier so staff can clean their hands after each use. If unavailable, you should wash your hands thoroughly after each use.



PRINT STORAGE

One way to practice social distancing and ensure you still get your prints made is to utilize your copier's job storage. Go into your printer properties and find the job storage option. This feature will allow you to pull your print job from the device at a later time when foot traffic has gone down.



MASK & GLOVES

Each work environment is different. For some, masks and gloves may be readily accessible and encouraged. If so, incorporate them into your interactions with shared devices.



KEEP YOUR DISTANCE

Try to limit the amount of close interactions you have with people when utilizing your equipment. If there is a line at the device, stand back at least six feet until the person has completed their session. Also, consider doing your jobs at set times throughout the day versus each job individually.

THERE ARE PLENTY OF WAYS TO MAKE A DIFFERENCE!

Learn more at Copiers-Plus.com

