



Six Considerations to Create a Safe, Sanitized Office

Cleaning and sanitation have never been more important in the workplace. Essential planning is critical as you bring teams back to the office. This guide can help.

1. Be in the know.

Are you cleaning or disinfecting? Not sure? Know the terms.

- **Cleaning** removes germs, dirt and impurities from surfaces and objects.
- **Disinfecting** kills germs on surfaces.
- **Sanitizing** lowers the number of germs on surfaces to a safe level by either cleaning or disinfection.
- **Communicate** so everyone can feel safe in your space. Document and post your process so your team can understand, participate, and feel confident in your processes.



2. Surface Cleaning and Disinfection

Plans and procedures for daily or more frequent cleaning and disinfection of high touch areas are essential. Your plans should include appropriate products, solutions and timing to eliminate the spread of germs.

- Desks
- Countertops
- Tables
- Doors and doorknobs
- Stairway handrails
- Faucet handles
- Copiers
- Elevators
- Keyboards
- And other high touch areas



3. Hand and Personal Sanitization

Proper hand sanitizing helps prevent spread of infection to others and yourself. Make it easy for everyone to sanitize hands regularly. We have a variety of suppliers to source hand sanitizer, stands, dispensers and refills to support you with the solutions you need. Essential products to include:

- Stands
- Dispensers
- Refills



4. Restroom Care

Do you have jet air dryers? It has been shown that jet air dryers disperse 1,300x more germ particles than paper towels. Plus, paper towels have been shown to physically remove bacteria along with moisture.

Touchless towel and soap dispensers along with air purifiers and frequent disinfection are needed to keep these small, enclosed area safe for your team.

5. Clean the Air

Airborne germs and viruses can't be disinfected; they need to be removed. Commercial grade air purifiers can capture 99.97%.

- AeraMax II: Cleans up to 300 square feet
- AeraMax III: Cleans up to 700 square feet
- AeraMax IV: Cleans up to 1400 square feet

AeraMax Professional's hospital-type filtration includes True HEPA filters that capture 99.97% of airborne particles as small as 0.3microns.

*<http://www.cdc.gov/flu/about/disease/spread.htm>

6. Take A Hands-off Break

Touchless dispensing of towels and supplies are essential to help your team manage breaks and lunch effectively.

Let us help you keep your workspace clean, sanitized and welcoming. Your Miller's Account Manager can help you source and manage the products you need to bring your team back safely.



Air Impurities Can Travel Great Distances

