

# Hot desk hygiene for workers



Simple practices within hot desking and agile work environments can help to reduce the spread of germs and illness, ensuring a healthier and more productive workplace.

## Six tips for hot desking hygiene



### 1. Stay home if unwell

If you're feeling unwell or experiencing symptoms of sickness, stay home until you feel better to prevent spreading illness to others.



### 2. Use your own equipment

Where possible, use your own, keyboard, mouse, headset, and phone to minimise device sharing and reduce the transmission of germs.



### 3. Sanitise high-contact surfaces

Clean the space at the start and end of the day with disinfectant wipes or surface cleaner, focusing on high-contact areas like surfaces, keyboards, mice, and keypads.



### 4. Keep clutter away

Use designated areas for storing your personal belongings to maintain a tidy desk and prevent trip hazards.



### 5. Practice regular hand hygiene

Particularly after touching communal surfaces such as kitchen benches and door handles. Avoid touching your face, eyes, nose to further reduce your chances of getting sick.



### 6. Avoid eating at desks

Although tempting when busy, eating at desks should be avoided. If any drinks including water spill, mop up quickly with disinfectant wipes.

To learn more about how your organisation can improve work processes and enhance productivity and workers' health visit [WorkSafe.qld.gov.au](https://www.worksafe.qld.gov.au)