



# We each have a role to play for a safe return to the office.



Properly cleaning and disinfecting of shared equipment and surfaces is an integral part of re-opening Department of Commerce facilities

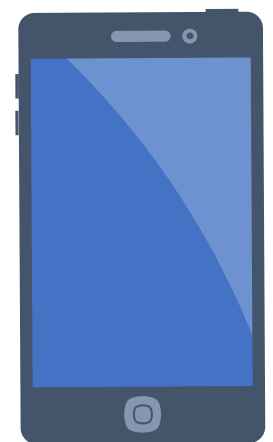
Please follow these simple steps to protect yourself and others when sharing equipment on-site within Department facilities.



**Wash hands frequently for 20 seconds** before utilizing shared tools and equipment



Disinfect **shared tools and equipment after use**, such as phones, printers, computers, and workstations



Disinfect tools and equipment anytime they are used by or **transferred to a new person**



For the latest Department resources, please visit the [COVID-19 Information Hub](#).

