SANITIZING YOUR TEACHING STATION

Due to the use of classrooms by multiple professors, it is important to remember to start every teaching session in these rooms by sanitizing your work area. For your convenience, the rooms will include sanitization wipes and hand-sanitizer.

**SANITIZING YOUR STATION**

1. Start by cleaning your hands with the provided hand-sanitizer.
2. Then, grab a wipe from the dispenser in the room.
3. Wipe down everything on the podium with the sanitization wipe:
   a. mouse
   b. keyboard
   c. touch pad/panel
   d. document camera, including the viewing area where you place your materials
   e. desk
4. Dispose of the wipe in one of the in-room trash bins.