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Tips for Keeping
Your Office
Clean and Safe

Safety in the Office

Health and safety concerns have office managers around the world reassessing workplace practices. This is especially true in high-contact, high-stress working environments—like healthcare, manufacturing, or waste cleanup—that can't offer remote work alternatives.

Fortunately, taking steps to [improve health and safety practices](#) goes a long way towards minimizing employee risk. Things like proper sanitization, good personal hygiene, wearing protective face coverings, and appropriate air ventilation all decrease the chance of cross-contamination. In some cases, making use of specialized equipment like respirators can dramatically reduce risk of exposure.

You likely can't eliminate health and safety risks from the workplace entirely, but you can make an impact depending on the steps you take.

Follow these tips to keep your office as safe and clean as possible.



The Centers for Disease Control (CDC) outlines health and safety benefits of mask wearing on their website. The general consensus among health organizations like the CDC is that wearing a mask or face covering inhibits the transfer of respiratory droplets that could contain COVID-19-causing bacteria.

The CDC goes on to say that wearing a mask or face covering can potentially protect both the wearer as well as those around the wearer. It's recommended that you wear a mask in public settings when around others who do not live in your household. This includes the office or workplace.



Routine sanitizing of the workplace is a common occurrence for most businesses regardless of global health concerns. Regular disinfecting of high-touch surfaces and common areas can greatly reduce the chance of bacteria spread. COVID-19 makes sanitization that much more important for you and your office.

Fortunately, the virus that causes COVID-19 can be killed with proper sanitization. That's why the EPA has created a COVID-19 resource to help people [find appropriate disinfectants that can kill the novel coronavirus](#).

The CDC recommends routine cleaning with soap and water to decrease the amount of virus on surfaces. It's also suggests that, if one of the EPA-recommended products isn't available, a solution of bleach and water or a 70% alcohol solution can be used to disinfect.



Follow Good Hygiene Practices

It seems like everyone these days is providing a refresher on proper hand washing and good hygiene practices. It's for good reason. The CDC says handwashing can prevent one in five respiratory infections, and according to CBS News nearly [95% of people wash their hands improperly](#).

But good office hygiene practices go beyond just handwashing. Here are some in-the-office best practices:

- Wash hands for at least 20 seconds
- Regular soap is just as effective as antibacterial soap
- Use hand sanitizer that is at least 60% alcohol
- Minimize contact with potentially contaminated surfaces
- Cover your mouth and nose when you cough or sneeze
- Keep public toilets clean and dry



Effective air circulation and ventilation lowers the concentration of indoor air pollutants, which in turn increases the safety of the workspace. This is crucial for work environments where people share the office with others. You give viruses and bacteria a chance to accumulate more when you don't have proper ventilation and air circulation.

The [Environmental Protection Agency \(EPA\) recommends increasing ventilation](#) and replacing indoor air with fresh outdoor air as much as possible. You may need to talk to a professional to adjust or alter your current ventilation system.

The EPA says in situations where it's not feasible to refresh air constantly simply limiting the number of people in the building will increase the effective ventilation rate per person.



Use Specialized Safety Equipment

Traditional health and safety practices may not be enough for work environments that require more stringent safety protocols. This is when specialized equipment designed specifically to facilitate a safe work environment come into play.

Compact, lightweight respirator and air purifying solutions like [AirBoss Defense Group's FlexAir™ PAPR System](#) help increase safety without sacrificing maneuverability and function.

The Powered Air Purifying Respirator (PAPR) System is designed with high-risk, high-function environments in mind. The system, and others like it, make it easy for workers to go about their day without worrying about ventilation or contamination concerns.

Specialized safety equipment like the FlexAir™ PAPR system are ideal for work in industries like healthcare, waste cleanup, and chemical or industrial manufacturing.



Stay Smart to Keep Your Office Safe and Healthy

Health and safety protocols and procedures are only as effective as the people following them. Your sanitization and ventilation efforts are less impactful if workers don't follow office protocols.

Make sure you express just how important it is for everyone in the office to adhere to new masking or hygiene requirements, and remember to stay as on top of washing and disinfecting high-touch areas as you can.

Taking steps now to ensure safety in the future is a no-brainer. If you need to use special safety equipment to provide a safe, clean work environment, do it. [Learn more about the PAPR System and how it can improve your workplace safety.](#)



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