

Personal hygiene should not interfere with anyone's ability to complete their job as effectively, and safely, as expected. When employees report for work, they have a right to a clean and safe workplace.

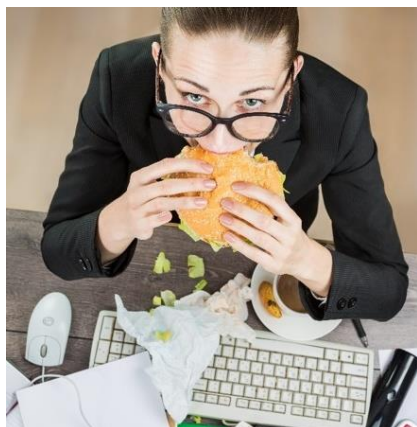
- Keep your work clothes clean and in good condition.
- Use deodorant or antiperspirant daily, especially if you tend to sweat during the course of the work day.
- Keep your hands neat and clean. Wash your hands often.
- Avoid wearing too much perfume or cologne.
- Injuries like cuts, burns or lacerations should be kept clean to prevent infection and covered with appropriate first aid dressings.



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The main reason it's important to keep your personal work space clean is to prevent insects and rodents from infesting the workplace. Mice, rats, ants and other pests are considered a health hazard risk in an office environment.

- Dispose of trash that may have accumulated at the end of the work day, including food wrappers, used paper towels or tissues, beverage containers, etc.
- If personal trash cans aren't emptied at the end of every day, dispose of all food and drink trash in the breakroom trash can, or other trash can that is emptied nightly.
- Do not store food packages that have been opened inside of desk drawers or cubicle cabinets. Keep all food stored in airtight plastic containers.



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- Don't eat messy meals at your desk. If you do consume food at your desk, do not eat over your keyboard where crumbs can be left behind, and wipe up thoroughly after the meal.
- Maintain a tidy work area so that food wrappers and drink cups aren't overlooked and your work space doesn't become a shelter for unwelcome pests.

Clean up after yourself, including after using the restroom or any other common areas. Throw away garbage, wipe down surfaces, and pick up anything that fell on the floor.

- Wash reusable dishes daily, including coffee cups and utensils, if they are kept at work.
- Throw away any uneaten food, that is kept in a work fridge, at the end of every week.
- Do not keep any food at work that is not in a sealed container.
- Do not leave any employee-shared snacks out overnight.
- Wipe down the microwave after using. Always place a paper towel, paper plate or other cover on the top of any food cooking in a microwave to prevent splatter.
- If you notice ants, vermin, or droppings in any work or common area, notify management immediately.

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