

Resource Library

# 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.