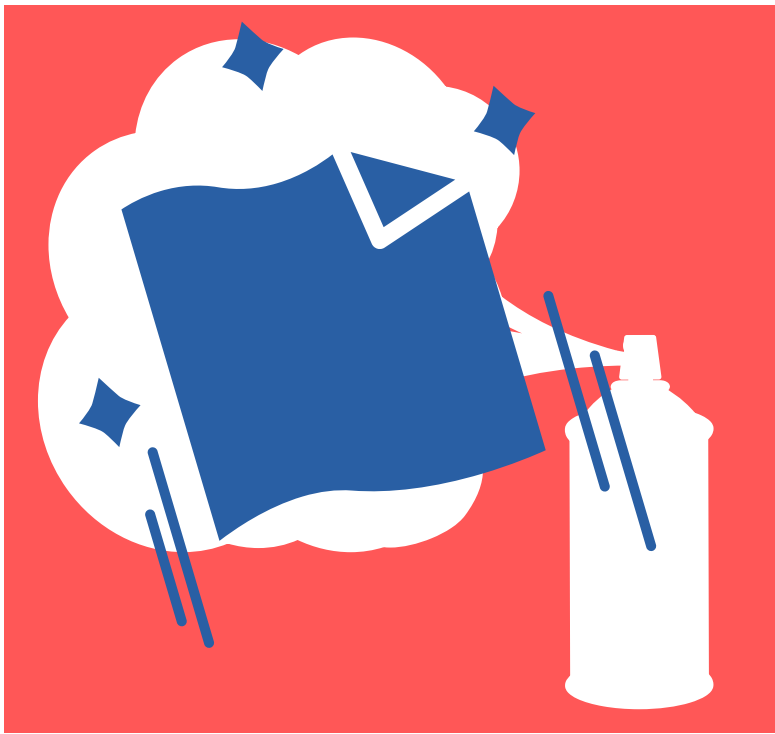


10 Tips for Tech Hygiene



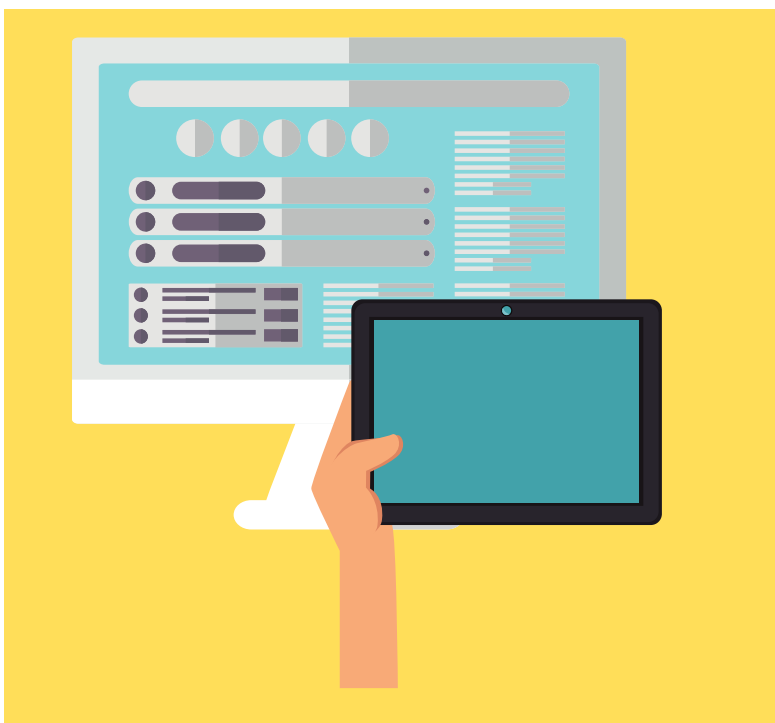
1. Prepare your cleaning tools.

Gather these items: a lint-free cloth, compressed air, disinfecting wipes or a disinfecting solution, and a soft brush.



2. Clean your peripherals.

Use disinfecting wipes & compressed air on your mouse & keyboard. Don't forget to wipe down other hardware such as printers, scanners, & desk phones.



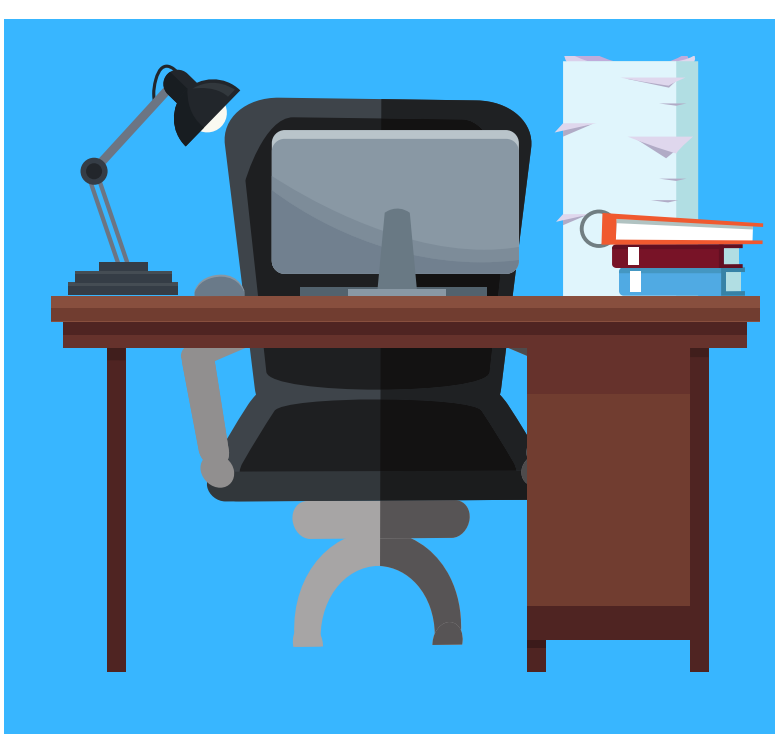
3. Clean your monitors and touchscreens.

Use a lint-free cloth with a cleaning solution, remember not to spray directly on the screen. In a pinch, you can use alcohol wipes.



4. Clean your desktop towers and laptops.

Utilize compressed air to dust the inside of cases and underneath laptop keys.



5. Clean your work area.

Use disinfecting wipes on hard surfaces, vacuum or brush off dust. Don't forget to clean your office chair.



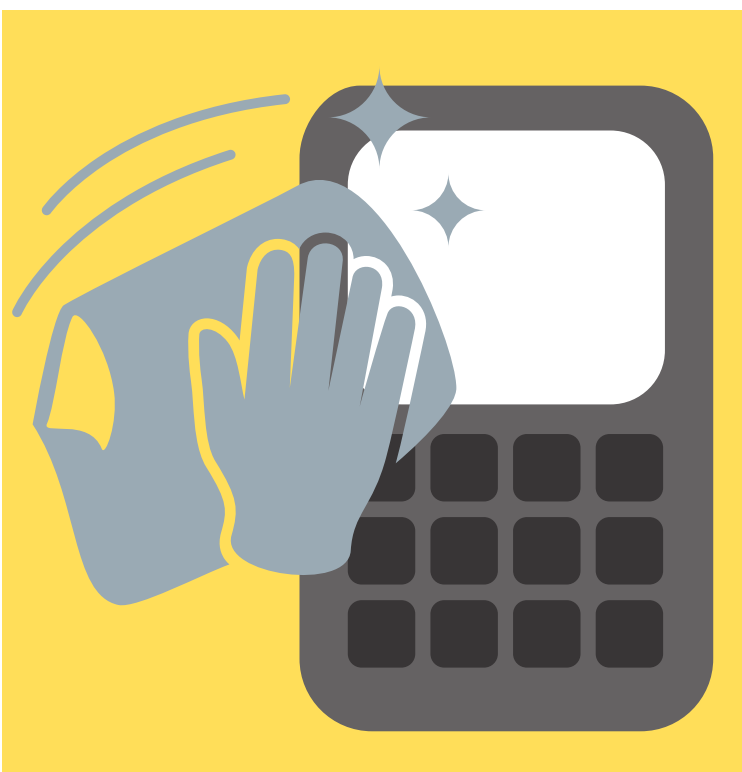
6. Practice Social Distancing.

It has been recommended to stay at least 3 feet away from others. Avoid sharing physical documents and utilize electronic file sharing. In the office, we greet each other with the Vulcan salute.



7. Take extra precaution on public devices or shared machines.

Make sure to wash your hands after every use and disinfect the station for the next person.



8. Keep phones and cases clean.

Most phones can handle disinfecting wipes. Be sure to disassemble your case and clean that as well. Utilize earbuds/Bluetooth headsets so you can avoid facial contact with your device.



9. Utilize remote collaboration.

Stay connected with your team. Use apps such as Microsoft Teams, Outlook, and conference calling to collaborate remotely instead of physical meets.



10. Install remote access tools.

Make sure your IT department is able to access your device so they resolve issues remotely. Verify that your endpoint protection is up to date and your cloud services are fully accessible.