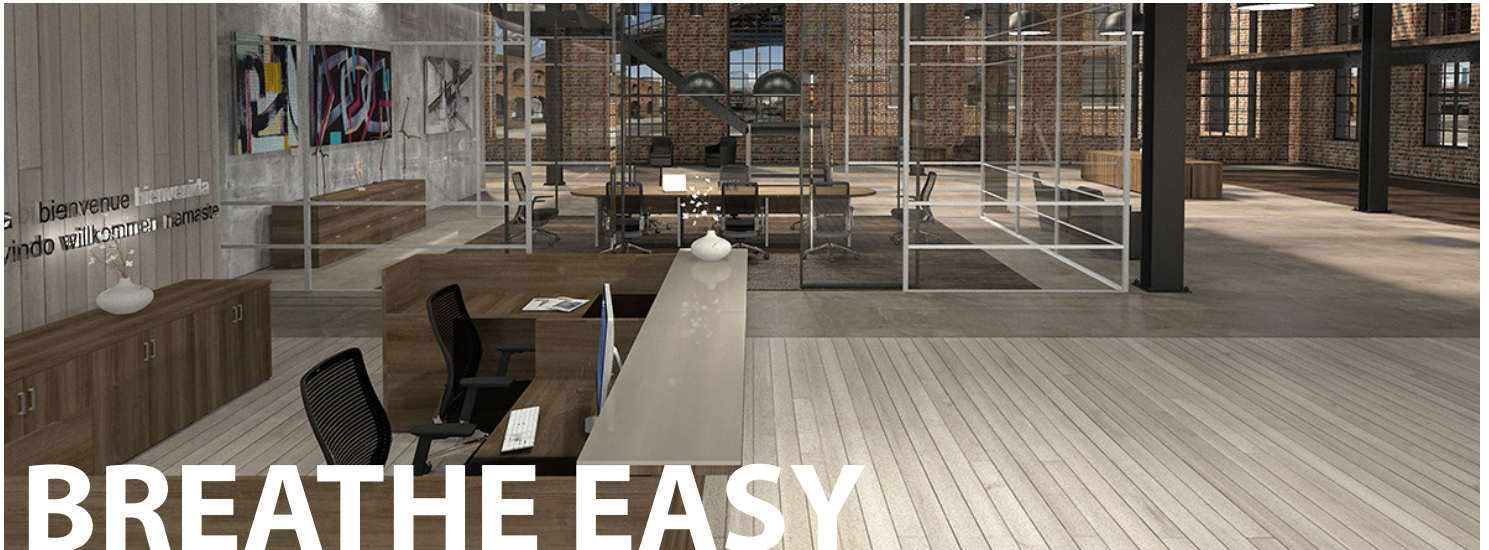


# WELLBEING: An Allergy Free Office



## BREATHE EASY

*Stacks of paper may seem  
like the hallmark of a busy  
employee, but they're also  
collectors of dust and other  
particle irritants sitting  
right under your nose*

The average American works at least eight hours a day. Sometimes your office may seem like a second home. For those of us with allergies and asthma, keeping your workspace as clean and allergen-free as your own home becomes a key player in wellbeing around the office.

As an employer, if productivity is on your agenda, here are some tips to maintain a comfortable working environment for everyone. Encourage participation by collaborative involvement.

### **Clear The Clutter**

Stacks of paper may seem like the hallmark of a busy employee, but they're also collectors of dust and other particle irritants sitting right under your nose. Take some time each week to tidy up your desk area by removing or recycling unnecessary paperwork.

Earth Day can become an office-wide event and an opportunity for everyone to get involved. And the entire office can benefit from a fresh start.

And while you're at it, review, file and save the documents sitting on your computer desktop and/or company's shared space. Organize the files in appropriately named folders to save you time finding things later.

©2019 Office Furniture NOW!

# WELLBEING: An Allergy Free Office

*Air purifiers are a great way to keep the air in your office free of dust particles, allergens, mold spores, pollen, and more.*

## Fragrance Freedom

Encourage a fragrance-free work environment. Fragrances from perfumes, hand lotions, cleaning products, and more can cause reactions like headaches, nausea, or even asthma attacks. Plug-in fragrances can pose a significant health risk to asthma sufferers, and believe it or not they can contribute to chronic absenteeism.



## Clean Your Keyboard

Periodically, clean your keyboard with compressed air to remove dust and other particles that could have become lodged between keys. When cleaning your keyboard, make sure to disconnect it and conduct the cleaning in an area where the debris can be easily removed once you are finished. If you have workstations that attract multiple users, keep antibacterial wipes available to clean the keys between users and avoid the spread of illness.

## Use An Air Purifier

Air purifiers are a great way to keep the air in your office free of dust particles, allergens, mold spores, pollen, and more. Air purifiers come in a variety of sizes. Along with personal humidifiers, they can be especially useful during pollen season to keep your office's indoor air comfortable for those with hay fever and other seasonal allergy symptoms. Plants can also contribute to clean air around your workspace.

©2019 Office Furniture NOW!

# WELLBEING: An Allergy Free Office

*Have your carpets, rugs, upholstery  
and cubicle walls professionally  
cleaned every 3 – 4 months to  
rid your work space of common  
allergens and bacteria*

## Apply Some Creativity to Designated Smoking Areas

Smoking in designated areas has been prevalent for a while now. Cigarette smoke can be especially irritating and harmful to those with allergies and asthma. The odor can also be difficult to remove from your furnishings, so think about the surfaces in these areas, as well as creative ways to ventilate the smoke.



If your office campus is not entirely smoke-free, put some thought into the design and comfort of these spaces to encourage their use.

## Hire An Allergen Aware Cleaning Company

Hire a cleaning company that specializes in removing allergens and bacteria. You can ensure healthier indoor air in your workplace for your employees and customers by routine vacuuming and carpet cleaning. Have your carpets, rugs, upholstery and cubicle walls professionally cleaned every 3 – 4 months to rid your work space of common allergens and bacteria.

Implementing wellbeing means creating sustainable cleaning practices that can greatly contribute to healthier, happier, and more productive employees.

Investing in a highly functional office design is just the beginning. Wellbeing efforts are essential in building a culture of inclusion in your workspace.

©2019 Office Furniture NOW!