

Lethbridge School Division No. 51

SAFE WORK PROCEDURE -HANDLING PAPER AND HAND HYGIENE

- ❑ *This Safe Work Procedure is to reinforce Safe and Hygienic practice when handling paper. There has been some evidence that the coronavirus and other viruses can live on inanimate surfaces-including paper, metal, glass, plastic, counters, desks, walls etc.*
- ❑ Staff should wash/sanitize their hands prior to handling papers that will be shared with others.
- ❑ Staff should avoid touching their face; in particular, your eyes, nose and mouth, as these mucous membranes can carry and spread the virus. If you touch your face in these areas while working with paper, wash/sanitize your hands and change your gloves.
- ❑ Use gloves when loading paper into the photocopy machine.
- ❑ Use gloves-when receiving paper from external sources. Staff receiving paper packages of returned student work or from other external sources, should wear gloves or leave package untouched for 5 days.