

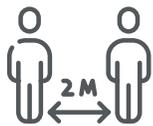
Guidelines for the shared use of printers, photocopiers and fax machines

HEALTH AND SAFETY

These guidelines have been developed to ensure appropriate COVID-19 hygiene practices and health and safety considerations for the protection of all members of the UWindsor community.

Using the Hierarchy of Controls model, users should first evaluate the task to see if the hazard can be eliminated. If the use of the photocopier or machine is essential to the task, users are to follow the guidelines below.

PHYSICAL DISTANCING



- When using the machine, maintain a minimum of 2 metres physical distancing from others.

• Photocopy room/area is limited to one person at a time. No queuing is permitted in the immediate vicinity.

COMMUNITY PROTECTIVE EQUIPMENT



• Individuals must wear a non-medical mask or face covering (Community Protective Equipment) when entering or exiting campus buildings, and in common spaces where physical distancing may be difficult, such as entrances and exits, staircases, hallways, lounges, washrooms and elevators. This may include shared copy rooms and printer areas.

HYGIENE PRACTICES

- Individuals are expected to follow the health and safety recommendations and directives provided by local and provincial health authorities.

THIS INCLUDES:



- Proper hand hygiene: Wash hands frequently and thoroughly with soap and water → 20 seconds, or use an alcohol-based hand sanitizer.

• Proper respiratory etiquette: Cover coughs and sneezes with elbow or sleeve. Discard of tissues immediately and wash hands afterwards. Avoid touching face, eyes, nose, mouth.

• Clean and disinfect high-touch surfaces frequently.

PHOTOCOPIER/PRINTER USE



When using shared photocopiers, fax machines, printers, and similar equipment:

• A bottle of hand sanitizer will be supplied at shared copier/printer/copy rooms. Users are to follow proper hygiene practices while at the copier and sanitize their hands before and after using the copier. Hand sanitizer can be purchased by contacting Facility Services at repair@uwindsor.ca or ext. 2850.

• The copier/machine will be fully cleaned at least twice per day, by Facility Services, Custodial Staff.

FOR MORE INFORMATION

For questions or additional information regarding this guideline, please contact Health and Safety at safety@uwindsor.ca or at ext. 4521.