



COVID-19 Information for Staff

PREVENTION MEASURES:

- Regular hand washing is still the best way to help prevent contracting the coronavirus. Wash your hands for 20 seconds with soap and water and dry thoroughly.
 - It is especially important to clean your hands after coughing or sneezing, before/during/after you prepare food, before eating, after toilet use, or when your hands are visibly dirty.
 - Use hand sanitizers (if available) in between hand washing. Please note that hand sanitizer is **NOT a substitute** for hand washing.
- Cover your mouth and nose when you cough or sneeze, or you can cough or sneeze into your sleeve.
- After using the bathroom, use a paper towel to open the door.
- Avoid touching your nose, eyes or mouth.
- Use the provided disinfectant cleaner to spray your workstation once per day, or as necessary. Wipe the disinfectant with a microfibre cloth.
- Keep your workstation as clean as possible. Avoid the unnecessary pileup of excess paper. This way cleaning staff are able to clean the workstation at the end of each day.
- Maintain at least one meter (three feet) of distance between yourself and your coworkers.
- If you feel sick or unwell, stay home.
- If you notice a soap or sanitizing station that is empty, please notify custodial staff immediately.
- Stay informed on the latest developments on COVID-19, by visiting www.rrvsd.ca.

New information will be shared as it becomes available. If you have any questions, please contact Trevor Thiessen at tthiessen@rrvsd.ca or Dave Funk at dfunk@rrvsd.ca .