

## *Standard operating procedure: Staff and student hygiene etiquette*

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### **Protocol**

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#### **All staff and students permitted to work on campus must:**

1. wear a face mask at all times when on campus. Staff will be provided with two washable cloth face masks. Protocol for placing and removing face masks is noted below.
2. carry personal hand sanitizers (100ml) at all time when on campus. A 100 ml refillable bottle will be provided to staff. Refilling stations will be located in the reception areas of all buildings.
3. at all times, practice social distancing by ensuring 1.5 m distance between them and other individuals on campus. In shared working spaces this distance will be clearly demarcated using colourful markers/indicators, to ensure that social distancing measures are strictly adhered to.
4. sanitize hands thoroughly when entering any building, using alcohol-based hand sanitiser provided, for 20 seconds (minimum) at the sanitizer stations located in the reception areas.
5. wipe down all high touchpoint areas using the alcohol disinfectant provided, before commencing work. High touch point areas listed below.
6. spray and wipe down their cell phones, access cards and other frequently touched objects, using the alcohol spray disinfectants provided, as frequently as possible.
7. wash their hands often (including under the fingernails) frequently with soap and warm water for 20 seconds. Protocol for hand washing noted below.
8. avoid touching their face mouth and eyes before washing their hands.
9. use your elbow instead of hands when pressing the buttons opening doors and other surfaces is recommended.
10. cover your mouth and nose with the bent elbow or cloth/tissue if you need to sneeze or cough. Dispose of the cloth/tissue immediately.
11. spray and wipe down surfaces in kitchen and common areas before and after use.

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### **Additional notes**

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#### ***Face masks***

##### *How to put on a face mask*

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. For disposable masks, the side of the mask that has a stiff bendable edge is the top and is meant to mould to the shape of your nose.
4. Follow the instructions below for the type of mask you are using:
  - Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.

- Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
5. Mould or pinch the stiff edge to the shape of your nose.
  6. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
  7. Pull the bottom of the mask over your mouth and chin.

#### *How to remove a face mask*

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
2. Follow the instructions below for the type of mask you are using:
  - Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
  - Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
  - Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
3. Disposable masks can be thrown in the trash. Cloth masks must be placed in a sealed plastic bag, washed and 60 degree Celsius (or as hot as possible), dried and ironed before reuse.
4. Clean your hands with soap and water or hand sanitizer.

#### **High touch points**

- Desktops and all work surfaces
- Doorknobs and door handles
- Light switches and dimmer switches
- Computer monitors, keyboards, mice
- Tablets and laptops
- Telephone equipment
- All chair rests and arms
- Canteen tables and chairs, crockery, trays and cutlery
- Sinks, taps and kitchen areas
- Toilets, including all surfaces
- Water fountains and drinks dispensers and vending machines
- Lifts and their doors and buttons.

### **Hand washing**

1. Wet hands with water and apply soap
2. Rub palms of hands together
3. Rub in between fingers similarly the back of both hands
4. Clean the thumbs and wrists
5. Clean underneath our finger nails
6. Rinse hands with warm water and dry with a disposable towel or air dry

### **When cleaning**

- Wear disposable gloves and gowns (if possible) for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

### **Always wash your hands immediately after:**

- removing gloves and after contact with a person who is sick.
- after blowing one's nose, coughing, or sneezing.
- after using the restroom.
- before eating or preparing food.
- after contact with animals or pets.
- before and after providing routine care for another person who needs assistance (e.g., a child).

*\* Use hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.*