

Influenza A (H1N1) Virus Information

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Work Place Hygiene Procedures for Vanier College Employees

The H1N1 influenza virus remains active for several hours on hands, objects and surfaces.

Vanier College employees already know to wash their hands regularly using soap and water or using an alcohol-based hand rinse disinfectant. If there are any dispensers that are empty, please note the dispenser number and location and contact cleaning@vaniercollege.qc.ca or local 7517, or come to B-118 to arrange refills.

It is also important to keep personal, common and public work areas clean.

Cleaners employed by the College do as much as they can to wipe down work areas but employees can also protect themselves and others by getting into the habit of cleaning anything in the work environment frequently touched by hands:

- counters,
- handles,
- switches,
- door knobs,
- computer keyboards,
- telephones,
- table tops,
- desk tops
- anything and everything frequently touched by hands.

Use soap and water or disinfecting wipes.

Draw up a list of the usual cleaning / housekeeping procedures and responsibilities for the office and work area so that the frequently touched items and surfaces are cleaned regularly.

If employees eat in the office or an adjacent resource centre or work room, cleaning with soap and water or disinfecting wipes of table and sinks/food preparation areas must be done after every meal.

Staff may secure disinfectant wipes from Receiving, C-106: 1:00pm to 3:45pm. To do so you sign an Inventory Requisition form and provide a budget code.

Teachers please go to your Dean's Office for this item.

Thank you for your cooperation.