
WORKPLACE SAFETY GUIDELINES – COVID-19

Photocopier/Printer Use & Cleaning

Updated on June 26, 2020.

ACCESS TO EQUIPMENT & PHYSICAL DISTANCING

- Think of sustainability and avoid printing unless necessary.
- One person per photocopier room at a time, unless you can maintain 2 metres of distance from others.
- If printing many documents, try to do so all at once to reduce the frequency of photocopier room access.
- Keep the photocopier room door open at all times.



HAND HYGIENE

- **Wash your hands** with soap and water for 20 seconds **before and after** accessing photocopying and printing spaces.
- In the absence of soap and water, use Hand Sanitizer (at least 60% hydroalcoholic solution).



CLEANING & DISINFECTING

Departments are responsible for cleaning and disinfecting their own photocopier/printer. At least once per day, clean and disinfect high contact surfaces like buttons, display/touch screens, access panels.

1. Power down and unplug the device.
2. Moisten a clean, soft, lint free, cotton cloth with the Xerox cleaning solution or with a solution of 70% isopropyl alcohol and 30% water (rubbing alcohol). The cloth should be moist but not saturated.
3. Use the dampened cloth to gently wipe the surface of the keypad, screen and other surfaces.
4. Wash hands for 20 seconds immediately after cleaning the device.

NEVER apply liquid to a device that is still plugged into an electrical outlet.

Questions? Contact Us at ehs@concordia.ca or by phone at extension 4877.

Need Xerox cleaning solution? Contact DPrint at dprint@concordia.ca.