

LOANING OUT ITEMS DURING COVID-19

Required PPE	N/A
Training	Personal and Workplace Hygiene Practices
Hazards	Spread of COVID-19 Virus

Affected Employees: Security

When items, such as clothing, are being loaned out, the following steps shall be followed:

1. Wear a non-medical mask while performing the following steps.
2. Wash your hands before and after handling the items or bags.
3. Close the bag and store it in a safe place for at least 72 hours before pick-up.
4. Coordinate with recipient where/when to pick up the items. Maintain physical distancing of at least two metres between each other.
5. Recipient ensures that the items are cleaned and returned in a clear plastic bag. Coordinate where to drop them off, maintaining physical distancing.
6. Bag will be stored in a safe area for at least two weeks without opening it.
7. Always practice good workplace and personal hygiene.

Users shall be trained to use personal protective equipment (PPE). N95 respirators require a fit test.

NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.

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