

COVID-19 Protocol Version 1.0 (Website)

REPROGRAPHICS & MFD's

- Staff need to ensure they are giving the reprographics staff a good lead in time to alleviate pressure on the service and prevent cross contamination. The current SLA is 4 working days.
- Delivery service only to classrooms or offices - no pick-ups.
- Reprographics staff will maintain safe handling of paper in reprographics by frequent hand washing and wearing protective gloves when handling paper.
- The printing will be placed on the reprographics corridor table 'clean' and ready to collect by the caretaking team with disposable A4/A3 sheets of paper wrapped around it with a rubber band.
- The caretakers will collect it from the reprographics corridor table, whilst maintaining good hand hygiene, and deliver it to its destination only touching the wrapped paper.
- The caretaker will then remove the wrapped paper at the destination without touching the copies.
- Tutors and support staff will then need to sanitise their hands before handling the printing to then place it in its final destination.
- Hard copies will not be accepted and all requests must be sent via the Physical Resources online ticket system.
- The reprographics corridor and main room are only accessible to reprographics staff and caretakers/cleaners.
- The refilling of satellite machines (MFD's) will be carried out by IT and caretaking staff only whilst wearing protective gloves when handling paper.
- Cleaning stations are situated next to the MFD's.