BACKGROUND

Would you like a hand sanitizer dispenser to be installed in your area of work? Before proceeding please read this document.

Physical Plant – Caretaking Services has committed to purchasing, installing, and stocking hand sanitizer, wall mounted dispensing stations within workplaces at the University of Manitoba. Before a hand sanitizer dispenser is installed Caretaking Services will first assess the need for the dispenser based on criteria outlined in this document.

Before you proceed please note the following:

1. Washing your hands with soap and warm water is the best method of cleaning your hands;
2. Not all requests will result in a dispenser being installed;
3. The product placed into dispensers will be a foam based hand sanitizer;
4. The units that are to be installed will ONLY be wall mounted dispensers;
5. Physical Plant will not be purchasing sanitizing wipes / towelets; and
6. Physical Plant will not be supplying personal hand sanitizer hand pumps.

HOW DO I REQUEST A HAND SANITIZER?

If you would like a hand sanitizer for your University of Manitoba workplace please contact Caretaking Services. This can be done by contacting your Caretaking Zone Assistant Manager, or calling the Physical Plant work order desk at 474-8911. The Caretaking Zone Assistant Managers can be reached via:

- Fort Garry - North Zone: Al Mierke 474-6783 mierkear@cc.umanitoba.ca
- Fort Garry - Central Zone: Grant Cameron 474-9765 gcameron@cc.umanitoba.ca
- Fort Garry - South Zone: Curtis Kluk 474-6782 ckluke@cc.umanitoba.ca
- Bannatyne Campus: Ben Domaradzki 789-3792 domaradz@cc.umanitoba.ca

A map of the Fort Garry Caretaking Zones is available on-line at the following link:

- [http://www.umanitoba.ca/campus/physical_plant/media/CaretakingZones.jpg](http://www.umanitoba.ca/campus/physical_plant/media/CaretakingZones.jpg)

HOW WILL MY REQUEST BE PROCESSED?

Requests are to be forwarded to the Caretaking Services Zone Assistant Manager who will then assess the need for the hand sanitizer dispenser. The assessment will be based on a common set of criteria outlined below.

WHAT ARE THE CRITERIA WHEN ASSESSING THE NEED FOR DISPENSER?

The following criteria will be used:

1. Is there soap and water readily accessible for cleaning hands (i.e. wash rooms, other wash sinks, etc.)? Remember the best method of cleaning your hands is to wash them with soap and warm water. If wash rooms are readily accessible a hand sanitizer dispenser is NOT warranted. Note: some employees cannot leave their work area easily because they are servicing the public and / or students, these situations may warrant a hand sanitizer dispenser.

2. Are there other hand sanitizer dispensers in the area? Some units have installed hand sanitizer dispensers separate from Physical Plant. If there are other hand sanitizer dispensers Caretaking Services will assess if they conform to the Physical Plant standard (i.e. foam based, placed at the correct height, etc. – see placement guidelines later in this document) and advise.
3. What is the nature of the work being performed in the area? Are the employees working / interacting with the public / students? Does the public have access to the area? If the area does NOT interact with the public and washrooms are readily assessable a hand sanitizer dispenser is probably NOT warranted.

Note: hand sanitizers are NOT to be installed within or near washrooms, because washing your hands with soap and warm water is the best method of cleaning your hands.

WHO WILL INSTALL AND MAINTAIN THE DISPENSERS?

Physical Plant will maintain / refill ONLY the dispensers they install.

ARE THERE STANDARDS FOR INSTALLING / PLACING THE DISPENSER UNITS?

Yes, there are standards for installing and placing the hand sanitizer dispensers, which include the following:

**Installation:**

- Follow the manufacturer’s installation instructions. Note: it is important to clean the mounting surface and let the unit adhere to the wall for one full day before placing the gel pack in the dispenser.

**Placement:**

- The top of the dispenser is to be 54” above the floor on the wall;
- At least 6” (six inches) away from any light switch or electrical outlet;
- Not in or near a bathroom, because washing hands with soap and warm water is the most effective method of cleaning hands;
- At least 6’ (six feet) between each hand sanitizer dispenser;
- Not placed above carpeted flooring in high traffic areas (i.e. accumulation of product in the carpet can become a fire hazard);
- Location suggestions (i.e. high people traffic areas / hand-to-surface contact is high):
  - Near elevators;
  - Cafeteria in close proximity to payment areas / entrances;
  - Computer laboratories and library computing areas;
  - Areas where staff may take breaks and no sink and soap are available;
  - Entrances and / or service desk areas in the libraries and fitness facilities (i.e. Frank Kennedy and Joe Doupe);
  - Near classrooms.