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**Date:** January 30, 2019  
**To:** Superintendents, Teachers, and All School Personnel  
**From:** Mr. George Daley, Deputy Minister  
**Copies:** Mr. Chris Treadwell, Assistant Deputy Minister  
**Subject:** **Good Personal Hygiene Practices**

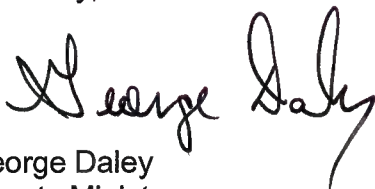
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Over recent days there has been a significant amount of media surrounding the Coronavirus and the two confirmed cases in Canada. Health officials continue to monitor the situation and currently they indicate there is very little risk of transmission in Canada. We believe that the increased media provides us a great educational opportunity to remind staffs and students about appropriate practices to reduce the transmission of viruses in general. Below are recommendations from the Canadian Centre for Occupational Health and Safety. We encourage this be shared with all employees and students in the system.

To prevent the transmission of viruses, use the following hygiene practices:

- Wash hands after contact with respiratory droplets and contaminated objects. (Frequent hand washing with appropriate hand care to prevent skin irritation.)
- Cover your mouth and nose with your arm (not your hand) when coughing or sneezing.
- Use tissues to contain respiratory droplets.
- Keep your hands away from your face (viruses enter the body through your nose, mouth and eyes)
- Clean commonly touched surfaces such as door knobs, or light switches. Regular household cleaners and disinfectants are appropriate.
- If you think you are sick, stay home.
- [https://www.cchst.ca/oshanswers/biol\\_hazards/influenza.html](https://www.cchst.ca/oshanswers/biol_hazards/influenza.html)

Sincerely,

A handwritten signature in black ink that reads "George Daley".

George Daley  
Deputy Minister