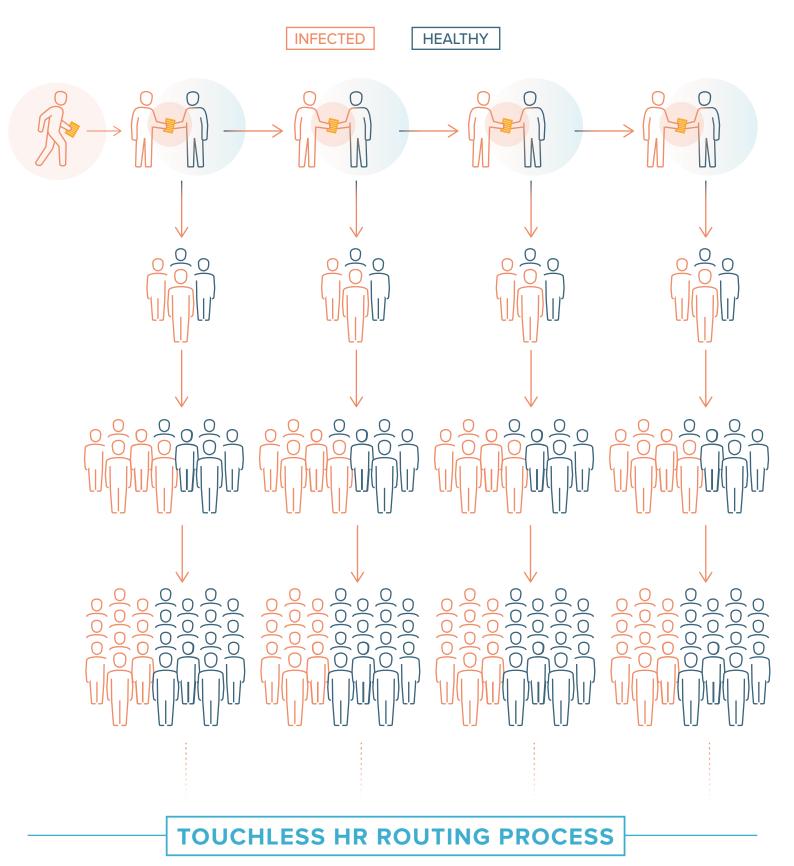
How Paper Processes Increase the Risk of

## SPREADING VIRUSES

Across Your Workforce

## **QUICK FACTS** Offices that are still processing paper are at a higher risk of spreading viruses. Using the most recent COVID-19 research available, let's look at the life of a paper form as it's routed around the workplace and the potential for infecting others. Coronavirus can live The average US office on surfaces for days, worker annually touches including 10,000 sheets of paper⁵ paper The virus is transmitted via The average person A person with the virus eyes, ears, nose touches their face infects an average of **2.2** people<sup>4</sup> 23x an hour<sup>3</sup> and mouth<sup>2</sup> **PHYSICAL HR ROUTING PROCESS**

We estimate that the average form is distributed to five people throughout an office. According to the Center for Infectious Disease Research and Policy, the Coronavirus has a basic reproductive value of 2.2. With one paper form, all five people can be infected and spread the virus to an additional ten people.



Now let's contrast it with touchless HR processes, where nobody touches the form. The form is routed digitally with zero health risk.





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Information about the Coronavirus is continuously evolving as health organizations conduct more research. The findings presented here are subject to change. Sources: <sup>1</sup>N van Doremalen. "Aerosol and surface stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1". The New England Journal of Medicine; <sup>2</sup>WebMD. "How Long Does the Coronavirus Live on Surfaces." https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces; <sup>3</sup>University of New South Wales, "Face touching: A frequent habit that has implications for hand hygiene." https://www.icdira.umn.edu/covid-19/faqs#COVID4; <sup>5</sup>Record Nations. "How Much Paper is Used in One Day?" https://www.recordnations.com/2016/02/how-much-paper-is-used-in-one-day/