

SAFE WORK PROCEDURE

ATC Salon Staff and Student Protocol
COVID-19

<p>Location:</p> <ul style="list-style-type: none"> Arts and Technology Center 	<p>Approved By: Henri Peloquin, Assistant Superintendent Written By: Tara Bashcuk, WSH Officer</p> <p>Date Created: August 26, 2020 Date Revised:</p>
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<p>Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.</p>	<p>Personal Protection Equipment (PPE) or Devices Required:</p> <ul style="list-style-type: none"> Sanitizer Face Mask Face Shield Gloves Protective Clothing (apron, smock, scrubs) Disinfectant Spray 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> N/A
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Only authorized employees are permitted to perform this task.

All staff and students must be in good health prior to attending a work site. Staff and students must self-monitor daily for signs and symptoms of COVID-19. Staff and students who have any symptoms of COVID-19 must stay home and isolate. If you have any signs of illness or are not feeling well, you are to stay home.

Individuals should self-isolate and not enter schools/facilities if they:

- Are experiencing symptoms suggestive of COVID-19
- Have travelled outside Manitoba in the previous 14 days (outside areas excluded by public health orders, which currently exclude locations in Western Canada, the territories, and Ontario west of Terrace Bay)
- Are a close contact of a confirmed case of COVID-19
- Are awaiting a COVID-19 test result

Screening for symptoms is critical. The Manitoba Health can be found at [COVID Screening Tool](https://sharedhealthmb.ca/covid19/screening-tool/) or at <https://sharedhealthmb.ca/covid19/screening-tool/>.

1. Upon entry into the school, students and staff must immediately sanitize or wash their hands.
2. Sign-in to the entry log with the date, your name, entry time and departure time.
3. Staff and students must wear the required personal protective equipment, which may include:
 - Mask
 - Face Shield (when working on clients)
 - Gloves (task specific)
 - Protective Clothing (apron, smock or scrubs)
4. Student will greet client at the designated point of entry and follow the [Visitors/Contractors Entering LRSD Schools & Facilities Safe Work Procedure](#).
5. Students must sanitize their station before and after each client.
6. Student kits will be sanitized each day and left at the school.
7. Clients will be spaced at minimum two-metres (6 feet) apart for the duration of their appointment.
8. There will be two metre (six feet) of distance between all seating in the salon reception area. Seating will be cleaned after each client.

9. Students will not share stations or equipment at any time. Stations will be assigned for the duration of the semester.
10. Students will only meet with one client per day when possible.
11. When scheduling appointments, students should review with the client the requirements upon entering the school [Visitors/Contractors Entering LRSD Schools & Facilities Safe Work Procedure](#).
12. Protective clothing (apron, smock or scrubs) must be removed and left at the school for laundering each day.
13. Reception area will be sanitized after each client pays, including debit machine.
14. Student must wash or sanitize their hands after handling money or debit machine.
15. Only scheduled appointments will be allowed. No walk-ins will be accepted.
16. Proper hygiene practices must be followed at all times. These include:
 - **Hand Hygiene:** perform hand hygiene often with soap and water, for at least 20 seconds, or use an alcohol-based sanitizer – especially after coughing, blowing your nose, sneezing and when handling food.
 - **Cough and sneeze** etiquette: cough and sneeze into your arm or a tissue. If using a tissue, immediately dispose of it and perform hand hygiene afterwards
 - **Keep clean:** do not touch your face – particularly your eyes, nose and mouth

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR

Guidance Documents / Standards / Applicable Legislation / Other:

- Government of Manitoba <https://www.gov.mb.ca/covid19/factsheets.html>
- Safe Work Manitoba <https://www.safemanitoba.com/COVID-19/Pages/default.aspx>