

<p><b>Location:</b></p> <ul style="list-style-type: none"> <li>All LRSD Schools and Facilities</li> </ul>	<p><b>Approved By:</b> Lisa Aitken, Assistant Superintendent <b>Written By:</b> Tara Bashcuk, WSH Officer</p> <p><b>Date Created:</b> August 21, 2020 <b>Date Revised:</b> September 2, 2020</p>
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<p><b>Potential Hazards:</b> Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.</p>	<p><b>Personal Protection Equipment (PPE) or Devices Required:</b></p> <ul style="list-style-type: none"> <li>Sanitizer</li> <li>Face Mask</li> <li>Disinfectant Spray</li> </ul>	<p><b>Additional Training Requirements:</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>
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**Only authorized employees are permitted to perform this task.**

All staff must be in good health prior to attending a work site. Staff must use the Manitoba Shared Health Online [COVID-19 Screening Tool](#) or at <https://sharedhealthmb.ca/covid19/screening-tool/> to self-monitor daily for signs and symptoms of COVID-19. Screening for symptoms is critical. Staff who have any symptoms of COVID-19 must stay home and self-isolate. If you have any signs of illness or are not feeling well, you must stay home.

Individuals should self-isolate and stay home if they:

- Have any cold or flu-like symptoms or any other symptoms associated with the COVID-19 virus
- Have travelled outside of Manitoba in the previous 14 days (excluding certain 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

Bus Driver Pick-up and Drop-off of Students:

- All school bus passengers as well as the driver are required to wear a non-medical mask. Masks should be put on before getting on the bus and taken off after exiting the bus, if removal is appropriate for the setting. Review the Safe Work Procedure for how to properly Apply and Remove a mask [here](#).
- All students and drivers should wash or sanitize their hands before and after being on the bus
- Where there is extra capacity of a school bus, the seat directly behind the bus driver should remain unoccupied.
- When possible and as weather permits, open windows and/or roof vents and turn on fans to allow for increased ventilation and air movement.
- Assign seats so the same students are seated in the same seats every day for regular bus routes.
- Where possible, seat one student per seat on the school bus. Students from the same household can sit together on one seat.
- Where one student/household per seat is not possible, seat students from the same in-school cohort on the same seat on the bus
- Ensure that bus seating charts are followed and handed in regularly or when changes occur.
- Ensure that up-to-date lists of bus riders and drivers are maintained for contact tracing.
- Students who require a companion to ride the bus may sit next to their companion.
- Children should maintain two-metres (six feet) physical distancing when lining up to get on the bus and when exiting.

### **School Bus Loading**

1. Students will only access the school bus at designated and division approved bus stops
2. Bus driver will remain in their seat while students load
3. Students will be assigned seats based on grade level
4. Students will load the bus based on their assigned seats (starting at the back and working towards the front)
5. If a student tries to board the bus without a mask, a disposable one will be given to the student and will be required to put it on before boarding the school bus.
6. If a student becomes ill during the ride to school, the regular protocol for an unwell student is to be followed. Once the bus arrives at the school, staff will be notified and the child will be screened and further action will be determined.

### **School Bus Unloading**

1. Driver will ensure staff is available at the time of drop off to ensure students physically distance upon exiting the bus and prior to entering the school
2. Students will unload one at a time, ensuring proper two-metre (six feet) physical distancing is maintained.
3. Students will unload starting at the front of the bus and working towards the back
4. Once the bus is clear of students, driver can begin to clean/disinfect each seat that was occupied and other high-touch surfaces (windows, railings etc) before a new group begins to be picked up

**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>