

SAFE WORK PROCEDURE

Staff Entry Into Schools & LRSD Facilities During COVID-19

Location: <ul style="list-style-type: none"> All LRSD Schools and Facilities 	Date Created: April 6, 2020 Date Revised: September 1, 2020 Written By: Tara Baschuk, WSH Officer Approved By: Lisa Aitken, Assistant Superintendent
--	---

Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.	Personal Protection Equipment (PPE) or Devices Required: <ul style="list-style-type: none"> Hand Sanitizer Face Mask 	Additional Training Requirements: <ul style="list-style-type: none"> N/A
--	---	--

LRSD staff entry into schools and facilities requires adherence to the following Safe Work Procedure and compliance with the Province of Manitoba's mandate of maintaining proper social distancing and enhanced hand-washing requirements.

- All staff must be in good health prior to attending a work site. Using the online [COVID Screening Tool](https://sharedhealthmb.ca/covid19/screening-tool/) or at <https://sharedhealthmb.ca/covid19/screening-tool/>) staff must self-monitor daily for signs and symptoms of COVID-19. Staff who have any cold-or flu-like symptoms must stay home and isolate. If you have any signs of illness or are not feeling well, you must stay home.
- Individuals should self-isolate and not enter schools/facilities if they:
 - Are experiencing cold or flu-like symptoms or any other COVID-19 related symptoms
 - 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/>.
- Access to work site(s) will only be allowed Monday through Friday during regular working hours.
- Each school/facility will have identified building entry points for staff.
- Masks are required to be worn when two-metre (six foot) physical distancing cannot be maintained.
- The entry point will have a sign-in Entry Log which requires all employees to sign in with date, name, entry time and departure time.
- Upon entry into the school/facility, every staff member must immediately sanitize or wash their hands.
- Maintain two-metre (six foot) physical distancing between individuals as mandated by the Province of Manitoba, or as prescribed in a specific task safe work procedure.
- Follow all signage in the school building, such as directional arrows or social distancing markings.
- 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

- Government of Manitoba <https://www.gov.mb.ca/covid19/factsheets.html>
- Safe Work Manitoba [https://www.safemanitoba.com/News/Pages/Coronavirus-\(COVID-19\)-Update.aspx](https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx)