

SAFE WORK PROCEDURE

Substitute Staff Entry into Schools & LRSD Facilities

COVID-19

<p>Location:</p> <ul style="list-style-type: none"> All LRSD Schools and Facilities 	<p>Written By: Tara Baschuk</p> <p>Approved By: Lisa Aitken</p> <p>Date Created: July 21, 2020</p> <p>Date Revised: October 22, 2020</p>
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<p>Potential Hazards:</p> <p>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"> Hand Sanitizer Medical Grade Mask 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> N/A
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Substitute staff entry into schools 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 substitute staff must be in good health prior to accepting a substitute job. You will be required to use the Manitoba Health [COVID Screening Tool](#) prior to attending your assigned day of work. If you have any cold or flu-like symptoms, you should remain at home and cancel your substitute assignment in AMS or by contacting the LRSD Substitute System Operator. If a person in your household has been diagnosed with COVID-19, have been in close contact with anyone diagnosed with COVID-19, or if anyone in the household has travelled internationally or interprovincially in the last 14 days*, you must advise People Services prior to start date.

**Exception: Anyone entering Manitoba from designated western Canadian jurisdictions (British Columbia, Alberta, Saskatchewan, and the Yukon, Northwest and Nunavut territories) or Northwestern Ontario (defined as west of Terrace Bay) is not required to self-isolate for 14 days if they are asymptomatic and have no known exposure to COVID-19.*

1. The division requires all employees, including substitute staff to view and be knowledgeable with the division’s Safe Work Procedures and protocols, which can be located on the Division’s website, within the employment section, in Substitute Applications.
2. A medical grade mask is required to be worn at all times and will be provided by the school.
3. Upon entry into the school, immediately sanitize or wash your hands.
4. Report to the office and sign-in to the daily log provided.
5. Substitute staff will meet with school administration to obtain information on their assignment and school-based procedures and processes. Job/task safe work procedures will be provided based on individual job descriptions.
6. Maintain proper social distancing as mandated by the Province of Manitoba, or as prescribed in a task specific safe work procedure.
7. Staff and students are instructed to follow all signage such as directional arrows or social distancing markings at all times within the school building.
8. The number of staff and students in a school must not exceed the ability to maintain two metre (six feet) distance between people in hallways, stairwells or any other shared spaces.
9. Staff must minimize their movement within the school/facilities to required work locations and not socialize in groups or wander around the school.
10. Hygiene practices that minimize the risk of virus transmission must be followed at all times. These include:
 - Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow

- Immediately disposing of used tissues in a garbage container
- Washing hands frequently, particularly after coughing or sneezing without a tissue, touching frequently used surfaces such as door handles or taps as well as before and after eating
- Avoid touching your eyes, nose, or mouth

11. At the end of the day, report to the office, and sign-out.

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/News/Pages/Coronavirus-\(COVID-19\)-Update.aspx](https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx)



COVID-19

NOVEL CORONAVIRUS



Do not enter if you should be self-isolating as a result of possible exposure to COVID-19 within the last 14 days due to:

- Contact with someone that is suspected or confirmed to have COVID-19
- Return from international travel, or from Ontario (east of Terrace Bay), Quebec or the Atlantic provinces (travel restrictions are subject to change; up-to-date information is available at: <https://www.gov.mb.ca/covid19/soe.html>)



Do not enter if you have a new onset of any of the following symptoms:

- Fever/chills
- Cough
- Loss of taste or smell
- Sore throat/hoarse voice
- Shortness of breath
- Vomiting or diarrhea for more than 24 hours
- Poor feeding if an infant



Do not enter if you have a new onset of two or more of the following symptoms:

- Runny nose
- Muscle aches
- Fatigue
- Conjunctivitis
- Headache
- Nausea or loss of appetite
- Skin rash of unknown origin



If any of the above apply, please:

- limit your contact with others
- immediately self-isolate at home
- call Health Links-Info Santé for information about testing and self-isolation – **204-788-8200** or toll-free **1-888-315-9257**.

manitoba.ca/covid19

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