

SAFE WORK PROCEDURE

Visitors/Contractors Entering
LRSD Schools & Facilities
COVID-19

<p>Location:</p> <ul style="list-style-type: none"> All LRSD Schools and Facilities 	<p>Date Created: June 5, 2020 Date Revised: August 21, 2020 Written By: Tara Baschuk, WSH Officer Approved By: Lisa Aitken, Assistant Superintendent</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"> Spray Sanitizer 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> N/A
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Visitor/Contractor 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 visitors/contractors must schedule their visit/appointment/service with the appropriate divisional personnel.
- The purpose of the visit must be communicated to the appropriate divisional personnel at the time of scheduling and must be approved before access will be allowed. The visitor/contractor will be advised that they must be in good health to enter a Louis Riel School Division school or facility and if they show any flu or cold-like symptoms, they will not be granted entry and will be asked to reschedule their visit/appointment/service.
- Visitors/contractors 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

Answering in the affirmative to any of the above questions will require the visitors/contractor to notify the person they have scheduled their visit/appointment with and reschedule for another time.

- Screening for symptoms is critical. The Manitoba Health can be found at [COVID Screening Tool or at https://sharedhealth.mb.ca/covid19/screening-tool](https://sharedhealth.mb.ca/covid19/screening-tool).
- Access to work site(s) will only be allowed Monday through Friday during regular working hours.
- The visitor/contractor will enter the school/facility at the designated entry point and will use hand sanitizer or wash their hands immediately upon entry as outlined in onsite informational signage.
- Following the directions provided at the scheduling of the meeting time, the visitor/contractor will either be greeted at the entrance door or be asked to report to the school/facility office or reception.
- The entry point will have a sign-in Entry Log which require visitors/contractors to sign in with date, name, entry time and departure time.

9. The visitor/contractor will maintain six feet (two metre) distance between themselves and others in hallways, stairways and other shared spaces, and adhere to all onsite signage.
10. Hygiene practices that minimize the risk of virus transmission 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
11. When the meeting is complete, the visitor/contractor will be instructed to sanitize or wash their hands prior to exiting and sign out of entry log.
12. The designated school/facility staff hosting the visitor/contractor will advise the custodial staff of the spaces and surfaces used for the proper disinfection of the identified surfaces.

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)