

Approved by: Lisa Aitken		
Position: Assistant Superintendent	Date signed: April 22, 2020	
Location: All LRSD Schools and Facilities Lockers, cubbies, desks or any other area for students to store belongings		Written by: Tara Baschuk Date Created: April 22, 2020 Date of Last Revision:
Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID19 pandemic.	Personal Protection Equipment (PPE) or Devices Required <ul style="list-style-type: none"> • Hand Sanitizer • Wipes 	Additional Training Requirements: <ul style="list-style-type: none"> • N/A

Only authorized employees are permitted to perform this task.

- 1) Students need to be instructed that they must be in good health to conduct this task. If they are sick or show any signs of illness, they will not be allowed to enter the school.
- 2) The school administrator and staff will develop appointments for students to come to the school to obtain belongings from their locker.
- 3) Students must be informed prior to their appointment that they cannot bring backpacks or bags with them into the school.
- 4) Students will be required to sanitize their hands upon entry into the school
- 5) Staff will sanitize or wash their hands (with soap and water for a minimum of 20 seconds) before and after each student appointment.
- 6) One student will be escorted into the school by a staff member and accompanied to their locker. Social distancing (six feet or two metres) must be main maintained at all times.
- 7) Only one student per school hallway is permitted at any one appointment time.
- 8) Student will empty their belongings into a plastic bag provided by the school.
- 9) Garbage from lockers must be placed in a garbage receptacle.
- 10) School materials and/or textbooks to be left at the school must be placed in a designated area as assigned by the school administration.
- 11) Once retrieval of belongings is complete, the student will be escorted to the exit the school staff.
- 12) Prior to leaving the school, student will be instructed to use hand sanitizer.
- 13) Staff will disinfect the area by wiping the textbooks/school materials left in the school, before returning the items to their storage area. The table/cart that textbooks/materials were temporarily stored will need to be disinfected when textbooks/materials are removed.
- 14) Social distancing (six feet or two metres) must be maintained at all times.
- 15) Proper hygiene practices must be followed at all times:
 - Cover your mouth and nose with a tissue or cough or sneeze into your sleeve.
 - Throw away used tissues immediately.
 - Wash your hands frequently, particularly before starting a new task or eating
 - Avoid touching your eyes, nose or mouth



COVID-19 NOVEL CORONAVIRUS



DO NOT ENTER if you have returned from outside of Manitoba in the last 14 days.



DO NOT ENTER if you are under direction to self-monitor or self-isolate.



DO NOT ENTER if you are experiencing any of the following cold/flu symptoms:

- Cough
- Fever
- Runny Nose
- Sore Throat
- Weakness
- Headache



Please wash your hands.

Thank you for helping us
stop the spread.

manitoba.ca/covid19



How long the new coronavirus can live on surfaces

SURFACE	LIFESPAN OF COVID-19 VIRUS
 Paper and tissue paper**	3 hours 
 Copper*	4 hours 
 Cardboard*	24 hours 
 Wood**	2 days 
 Cloth**	2 days 
 Stainless steel*	2–3 days 
 Polypropylene plastic*	3 days 
 Glass**	4 days 
 Paper money**	4 days 
 Outside of surgical mask**	7 days 

*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity

**At 71°F and 65% relative humidity

Source: New England Journal of Medicine*; The Lancet Microbe**

BUSINESS INSIDER

Source: <https://www.businessinsider.com/coronavirus-lifespan-on-surfaces-graphic-2020-3>

All procedures obtained from operator manuals or other samples must be thoroughly reviewed to ensure they are accurate for the facility and tasks.