

## SAFE WORK PROCEDURE

### Collecting of Student(s) Belongings by Staff COVID-19

<b>Approved by:</b> Lisa Aitken		
<b>Position:</b> Assistant Superintendent	<b>Date signed:</b> April 13, 2020	
<b>Location:</b> All LRSD Schools and Facilities Lockers, cubbies, desks or any other area for students to store belongings		<b>Written by:</b> Tara Baschuk  <b>Date Created:</b> April 6, 2020  <b>Date of Last Revision:</b>

<b>Hazards Present:</b> Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.	<b>Personal Protection Equipment (PPE) or Devices Required:</b> <ul style="list-style-type: none"> <li>▪ Disposable gloves</li> <li>▪ Plastic bags</li> <li>▪ Spray sanitizer/disinfecting wipes</li> </ul>	<b>Additional Training Requirements:</b> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
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#### Only authorized employees are permitted to perform this task.

- 1) Student labels must be created prior to collection of student belongings and must contain the following:
  - Student Name
  - Locker number and/or Classroom Teacher
  - Parent/Guardian Name
  - Student home address
- 2) Proper hand hygiene must be adhered to at all times when conducting this task. Wash hands thoroughly and put on a pair of disposable gloves prior to touching any items.
- 3) Follow direction provided by school administration on how to open student lockers.
- 4) Prior to removal of student belongings from locker/desk/cubby, take a picture with school designated device. The picture must include the image of the student label.
- 5) Collect the student(s) belongings from designated locations and place into a plastic bag.
- 6) Store the bags in the designated location of the classroom or school.
- 7) Use disinfecting wipes or paper towel with spray sanitizer to wipe down electronic device.
- 8) At end of task, remove gloves and dispose in garbage receptor.
- 9) Wash hands thoroughly after removing and disposing of gloves.

**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 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.

# How long the new coronavirus can live on surfaces

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

\*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>