

Approved by: Lisa Aitken		
Position: Assistant Superintendent	Date signed: April 22, 2020	
Location: <ul style="list-style-type: none"> All LRSD Schools and Facilities Student Dwellings 		Written by: Tara Baschuk Date Created: April 21, 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"> Spray Sanitizer Gloves Disinfectant Wipes 	Additional Training Requirements: <ul style="list-style-type: none"> N/A

Only authorized employees are permitted to perform this task.

- 1) You must be in good health to conduct this task. If you show any signs of illness you should remain at home and notify your supervisor.
- 2) All staff will be required to follow the [School Access Procedure](#) upon entry into each school/facility
- 3) You will be given your assignments from your supervisor outlining your delivery schedule and you should not deviate from the route.
- 4) 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, especially prior to eating or drinking
 - Avoid touching your eyes, nose or mouth
- 5) Before beginning the task, wash your hands with soap and water for a minimum of 20 seconds, or use hand sanitizer. You can also wear gloves, if available.
- 6) Collect materials identified for delivery.
- 7) When loading materials into your vehicle, ensure they are placed in the trunk or as far away as possible from the driver of the vehicle.
- 8) Always store materials in the same location in the vehicle so it will be easier to disinfect the area when all deliveries for the day have been completed.
- 9) This is a single staff member procedure. No other people are allowed in the vehicle with you during this process.
- 10) Upon delivery, material(s) should be left at the front door of the house or the entry to multi-family dwellings and the doorbell or buzzer should be rung. You must ensure you are wearing the provided gloves OR sanitize your hands immediately after with the sanitizer provided.
- 11) Distance yourself at minimum six feet (two meters) away from the materials and wait for an individual to attend the pick-up
- 12) Once they arrive, confirm their name and enter it into the delivery form provided.
- 13) If no one claims the delivery within five minutes, you are to gather the materials and place them back in your vehicle. **No materials are to be left unattended.**

- 14) If at the end of your route you have materials in your car that were not accepted, they must be returned to the site in which you picked them up from.
- 15) Follow the [School Access Procedure](#) and inform the school principal of the return(s).
- 16) Leave undelivered materials in the designated site in the school/location.
- 17) Dispose of gloves in a garbage receptacle; sanitize or wash your hands.
- 18) Using disinfectant spray or wipes, clean the door handle of your vehicle and steering wheel. Wipe the trunk surface, or designated area of your car, where the materials were stored.

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.

manitoba.ca/covid19

Manitoba 

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>