

Approved by: Clarke Hagan		
Position: Director of Information Services	Date signed: April 13, 2020	
<i>This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum every three years.</i>		

Location: All LRSD Schools and Facilities	Written by: Tara Baschuk
	Date Created: April 7, 2020
	Date of Last Revision: May 1, 2020

Potential Hazards:	Personal Protection Equipment (PPE) or Devices Required	Additional Training Requirements:
<ul style="list-style-type: none"> Ensure application of Provincial Health guidelines for the health and safety of employees during the COVID-19 pandemic. 	<ul style="list-style-type: none"> Disinfectant wipes Disposable Gloves 	<ul style="list-style-type: none"> N/A

Only authorized employees are permitted to perform this task.

- 1) The technician will be required to follow the [School Access Procedure](#) in order to be granted access to the site by the principal/supervisor.
- 2) Technicians are to only pick up/deliver devices they have worked on
- 3) Prior to entering the site, the technician should put on disposable gloves
- 4) Once you have reached the area containing the equipment you require, use disinfectant wipes to clean the surfaces of the equipment before removing it from the site.
- 5) Upon departure from the site, remove your gloves into proper garbage receptacle
- 6) Once you have arrived back at your worksite location, wash your hands thoroughly before commencing your work on the equipment.
- 7) A distance of 6 feet (two metres) between individuals must be maintained at all times at a worksite.
- 8) No more than 10 people can gather in any one location within a building and must adhere to social distancing guidelines.
- 9) Proper hygiene practices must be followed at all times:
 - Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve.
 - Immediate disposal of used tissues.
 - Wash your hands frequently, especially after touching any materials or equipment.
 - Avoid touching your eyes, nose or mouth.
- 10) When work is complete on the equipment, follow the School Access Procedure for returning the equipment to the site location.

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
- Sore Throat
- Fever
- Weakness
- Runny Nose
- 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
 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>