

# SAFE WORK PROCEDURE

## Handling of Music Equipment COVID-19

<b>Approved by:</b> Lisa Aitken		
<b>Position:</b> Assistant Superintendent	<b>Date signed:</b> May 27, 2020	
<b>Location:</b> <ul style="list-style-type: none"> <li>All LRSD Schools and Facilities</li> </ul>		<b>Written By:</b> Tara Baschuk <b>Date Created:</b> May 27, 2020 <b>Date Revised:</b>
<b>Potential Hazards:</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>Gloves (if available)</li> </ul>	<b>Additional Training Requirements:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>

**Only authorized employees are permitted to perform this task.**

1. Ensure you are 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. The Music/Band/Guitar teacher will schedule the date and time for drop off or pick up of musical instruments.
4. A designated area will be set up inside or outside of the school for instrument drop off / pick up. This information will be communicated with parents and/or student and/or service company at the time of scheduling the appointment.
5. Designated staff are required to be on location for visual confirmation of drop off and/or pick up.
6. Where music equipment is not in a case, it should be put in a plastic bag for drop off. This should be communicated during scheduling of appointment.
7. Gloves should be worn when transporting the equipment to the band room
8. If gloves are not available or worn, immediately wash hands after handling the equipment for the recommended 20-25 seconds with soap and water. If gloves are used, dispose of gloves into garbage receptacle and proceed to wash your hands when task is complete.
9. Music equipment will be stored in a designated area of the band room and is not to be moved for the designated wait time of 3 days, or until it is picked up for yearly maintenance by service company.
10. An appointment will be scheduled with the service company to pick up equipment and remove it from site for maintenance.
11. When the service company arrives for pick-up, designated staff will be required to meet them at entrance into the school.
12. The service company will be required to disinfect their hands or put on gloves immediately upon entry to the school.
13. Occupancy within the building must reflect Manitoba Government Public Health Order.
14. Maintain social distancing of 6 ft (two meters) at all times.
15. The designated school staff member will accompany the service company delivery person into the band room for pick-up of the equipment and assist them with the removal of the equipment, if required.
16. When all equipment has been retrieved and removed from the school, designated staff will immediately wash their hands and wipe down any door handles that were used during this procedure with spray disinfectant or wipes.

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)



**STOP** **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.

manitoba.ca/covid19

**Manitoba** 

## 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\*\*

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