

SAFE WORK PROCEDURE

Visitors/Contractors Entering
LRSD Schools & Facilities
COVID-19

Approved by: Lisa Aitken		
Position: Assistant Superintendent	Date signed: June 5, 2020	
Location: All LRSD Schools and Facilities <ul style="list-style-type: none"> All LRSD Schools and Facilities 	Written by: Tara Baschuk	
	Date Created: June 5, 2020	
	Date of Last Revision: June 8, 2020	
Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.	Personal Protection Equipment (PPE) or Devices Required <ul style="list-style-type: none"> Spray Sanitizer if Available 	Additional Training Requirements: <ul style="list-style-type: none"> N/A

Visitor entry into schools requires adherence to the following Safe Work Procedure and compliance with the Province of Manitoba's mandate of maintaining proper social distancing, enhanced handwashing and wellness requirements.

1. All visitors/contractors must schedule their visit/appointment/service with the appropriate divisional personnel.
2. The purpose of the visit must be communicated to the appropriate divisional personnel at the time of scheduling and must be approved before access will be allowed. The visitor/contractor will be advised that they must be in good health to enter a Louis Riel School Division school or facility and if they show any flu or cold-like symptoms, they will not be granted entry and will be asked to reschedule their visit/appointment/service.
3. Visitors/contractors will be asked at the time of scheduling that if they have:
 - any cold or flu-like symptoms or feel unwell
 - if a person in their household has been diagnosed with COVID-19
 - if they have been in close contact with anyone diagnosed with COVID-19
 - if anyone in their household has travelled internationally or interprovincially in the last 14 days

**Exception: Manitoban residents who regularly travel outside of Manitoba to their seasonal residences that are located close to the border do not have to self-isolate when they return to Manitoba if they are not displaying symptoms of COVID-19*

Answering in the affirmative to any of the above questions will require the visitors/contractor to notify the person they have scheduled their visit/appointment with and reschedule for another time.

4. The visitor/contractor will enter the school/facility at the designated entry point and will use hand sanitizer or wash their hands immediately upon entry as outlined in onsite informational signage.
5. Following the directions provided at the scheduling of the meeting time, the visitor/contractor will either be greeted at the entrance door or be asked to report to the school/facility office or reception.
6. The visitor/contractor will maintain six feet (two metre) distance between themselves and others in hallways, stairways and other shared spaces, and adhere to all onsite signage.

7. Hygiene practices that minimize the risk of virus transmission must be followed at all times. These include:
 - covering the mouth and nose when coughing or sneezing with a tissue or a flexed elbow
 - immediately disposing of used tissues in a garbage container
 - washing hands frequently, particularly after coughing or sneezing without a tissue, touching frequently used surfaces such as door handles or taps, and before and after eating
 - avoid touching eyes, nose or mouth
8. When the meeting is complete, the visitor/contractor will be instructed to sanitize or wash their hands prior to exiting.
9. The designated school/facility staff hosting the visitor/contractor will advise the custodial staff of the spaces and surfaces used for the proper disinfection of the identified surfaces.

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)