

Safe Work Procedure Staff Access to LRSD Buildings During COVID-19

In response to the suspension of classes for the remainder of the 2020-2021 school year as directed by the Chief Provincial Public Health Officer, the following procedures are in place for staff to attend their work site(s) to access materials and resources they require for their work.

Entry into your work site requires adherence to the following protocol and compliance with the Province of Manitoba's mandate of social distancing and healthy hygiene.

1. Only staff who are in good health will be allowed to enter a work site. If you have any signs of an illness, including cold or flu symptoms, do not request permission to be on site. If you are ill or not feeling well, you should stay home.
2. A minimum of 24 hours advance notice must be provided to your principal/supervisor in order to inform custodial staff of building occupancy for the day.
3. Access to work site(s) will only be allowed Monday through Friday during regular business hours
4. The following must be communicated with your principal/supervisor:
 - Date and time of entry
 - Length of time required inside the building
 - Tasks to be completed
 - Locations you be visiting within the building
5. You must obtain approval from your principal or supervisor. In the event you no longer need to attend your worksite, you must advise your principal or supervisor of your cancellation.
6. Each school will only have one entry point into the building. Please ask your principal/supervisor for this information when a request to enter a work site has been approved.
7. Upon entry to your work site, staff will need to sign-in on the Entry Log with the date, your name, and entry time, and the location(s) you will be visiting in the building. Staff will need to sign-out their departure time on the Entry Log. *Please come prepared with your own pen for proper hygiene requirements.*
8. It is imperative that social distancing (six feet or two metres) is maintained at all times while onsite. Groups of people in any one location within a building must be limited to no more than 10 people.
9. 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 after using tissues.
 - Avoid touching your eyes, nose or mouth.
10. Only conduct the tasks you confirmed with your principal/supervisor. Any deviation from the approved tasks must be communicated and approved by your principal/supervisor.
11. Ensure you properly sign out when leaving the premises. This will help custodians identify who is in the building and what rooms will need to be disinfected.

Issued by: Tara Baschuk, LRSD Workplace Safety & Health Officer

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