

Purpose:

To outline the safe work instructions for a mobile staff during pandemic influenza COVID 19.

This document must be read in conjunction with the District's Stage 2 Exposure Control Plan for Pandemic Influenza – COVID 19

Scope:

This work instruction applies to all SD 19 mobile staff who work in more than one location.

Related Documents on the district website.

Exposure Control Plan for Pandemic Influenza – COVID 19

Definition:

1. COVID -19 means the illness resulting from an infection by the novel coronavirus SARS-CoV-2 (2019-nCoV)
 - a. COVID -19 signs and symptoms
 - i. cough
 - ii. fever
 - iii. difficulty breathing
 - iv. pneumonia in both lungs
2. Mobile staff means employees carrying out jobs in which they start out in one geographic location and end up in another, or travels between multiple locations in a typical workday. It includes but is not limited to:
 - a. Trades
 - b. Custodians
 - c. District Teachers
 - d. District service groups
 - e. District Staff
3. Physical Distancing (social distancing) means minimizing close contact with others including:
 - a. avoiding crowded places and non-essential gatherings
 - b. avoiding common greetings, such as handshakes, hugs and kisses
 - c. limiting contact with people at higher risk (e.g. older adults and those in poor health)
 - d. keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Instructions

1. Supervisor must:
 - a. Plan to minimize site inter-site mobile staff movement as much as possible
 - b. Ensure remote work is considered as an option as much as possible.
 - c. Ensure when off site work is required it is planned to appropriately accommodate physical distancing requirements in conjunction with the site.
 - d. Ensure that all employees considered mobile staff are informed of these instructions.
2. Workers must:

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- a. stay home when sick (if a symptom is part of your baseline health (ie: a headache that regularly occurs with no other symptoms or regular allergies), you are allowed to attend school/work
 - b. ensure they have been signed in and out of the site where they are working
 - c. practice physical distancing as defined
 - d. review the information found in the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating work.
 - e. not participate in mass gatherings greater than 50 people.
 - i. Section 2.e does not apply to students or staff in a school setting provided that school physical distancing measures can be followed. This means that there can be more than 50 students and staff in a school at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.
3. Hygiene
- a. Thorough washing of hand with soap and water is the best protection against illness. Follow this instruction for handwashing:
 - i. Check that the paper towels are accessible from the dispenser,
 1. If not accessible, adjust dispenser until paper towels are accessible.
 - ii. Wet hands with running water.
 - iii. Apply a small amount of liquid soap. Antibacterial soap is not required.
 - iv. Rub hands together for at least 20 seconds (sing the ABC’s). Rub palms, backs of hands, between fingers and under nails/creating a lather.
 - v. Rinse off all soap with running water.
 - vi. Dry hands with a clean, disposable towel.
 - vii. Turn off taps, using the paper towel – if required
 - viii. If door is not propped open, use paper towel to open door.
 - ix. Discard the used towel in the waste container.
 - b. Mobile Staff should wash hands
 - i. When they arrive at a school and before they leave a school.
 - ii. After sneezing or coughing into hands or tissue.
 - iii. Before handling food
 - iv. Before assisting other employees or students
 - v. After using the toilet
 - vi. After contact with body fluids (i.e., runny noses, spit, vomitus, blood)
 - vii. After cleaning tasks (staff)
 - viii. After removing gloves
 - ix. After handling garbage
 - x. Whenever hands are visibly dirty
4. Illness response
- a. Cough/sneeze etiquette:
 - i. Cough and sneeze into the crease of the elbow or tissue.
 - ii. Throw tissues into a lined receptacle immediately after use,
 1. Wash hands

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- b. If a staff member starts showing symptoms of what could be influenza or COVID-19:
 - i. Worker
 1. Notify your supervisor of your symptoms.
 2. Go home and self-monitor.
 - a. If symptoms persist self-isolate and call 8-1-1
 3. Update your supervisor of your condition
 4. Submit an injury/incident report online.
 - ii. Supervisor
 1. Request an intensive cleaning of the spaces where the worker was deployed.
 2. Notify others in the area to self-monitor.
5. Cleaning
- a. Workers may also clean areas or items as needed to maintain a clean safe working environment.
 - i. Cleaning supplies are provided as necessary
 1. Do not bring cleaners from home
 2. Do not bring work materials home to clean
 - ii. Cleaning of tools and equipment
 1. Mobile staff are responsible for cleaning communal tools and equipment with disinfectant wipes or spray upon completion of use.
 - a. If any tools/equipment cannot be cleaned, please contact your Supervisor for further direction.
6. Travel and vehicles
- a. All SD 19 fleet vehicles currently deployed with only one (1) worker shall maintain this practice.
 - b. SD19 fleet vehicles may carry more than one (1) worker if:
 - i. physical distancing, as defined, can be achieved
 - c. Where physical distancing cannot be achieved in a SD fleet vehicle;
 - i. workers are to take another available fleet vehicle, or
 - ii. the worker's own personal vehicle and mileage will be paid
 - d. All workers that currently use a personal vehicle for work shall maintain this practice.
 - i. car pooling is prohibited at this time.

7. Personal Protective Equipment

- a. Use of [Non-Medical Masks](#)
 - Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside their learning group or household.
 - Students in Middle and Secondary school are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.

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- Staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of the learning group whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, this PPE will continue to be used when performing these tasks.
- b. Air purifying respirators are not recommended.
- c. Gloves
 - i. Gloves are not recommended for workers
 1. Except those treating individuals with symptoms, custodians or where gloves were used prior to the pandemic.
 2. If using gloves, follow the doffing gloves instructions.
 3. Dispose of used gloves in the waste receptacle.
 4. Wash hands after removing gloves.

ii. Doffing gloves instructions



8. Emergency Evacuations

- a. In the event of a fire alarm or evacuation
 - i. Evacuate using your nearest safe exit
 - ii. Proceed to the gathering area and confirm your head count with the site Administrator.
 - iii. Maintain your physical distancing while remaining in an orderly fashion.