



## Stage 2 Safe Work Instructions for Mobile Staff during COVID 19

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### 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 Stage 2

### 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.  
The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:
    - Cough
    - Loss of sense of smell or taste
    - Fever
    - Chills
    - Difficulty breathing  
You should stay home and request testing if you have one or more of these symptoms.
    - Sore throat
    - Loss of appetite
    - Extreme fatigue or tiredness
    - Headache
    - Body aches
    - Nausea or vomiting
    - Diarrhea Symptoms may appear 2-14 days after exposure.  
You should stay home until you feel better if you have one of these symptoms.  
If you have two or more of these symptoms, you should stay home, wait for 24 hours, and get tested if not better after the 24 hours.
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
  - e. If two or more staff members will be in the same space for an extended period of time (e.g. beyond 15 minutes), the space should be sufficiently large, and/or should have limits on the number of people so that 2 meters of space is available between people.

### 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:
  - a. Review all COVID-19 related district published information in a timely manner, including the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating onsite work
  - b. Sign in and out of all district workplaces and follow any site protocols including entering a school as a visitor
  - c. Complete a daily health check prior to entering the workplace and record the outcome in the required document.
  - d. stay home when ill (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
  - e. practice physical distancing as defined including considering cohort designation
  - f. Avoid close face-to-face contact whenever possible.
  - g. 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 for at least 20 seconds is the best protection against illness. If sinks are not available then alcohol-based hand rub containing at least 60% alcohol is acceptable.

Follow this instruction for handwashing:

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- 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,
    - iii. Wash hands
  - 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 seek assessment by a health care provider
        - a. If symptoms persist self-isolate and call 8-1-1
      3. Update your supervisor of your condition
    - ii. Supervisor
      1. Request an intensive cleaning of the spaces where the worker was deployed.
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

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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
    - ii. All workers in the vehicle are required to wear non-medical masks
  - 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 can be used 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. Personal Protective Equipment (PPE) can reduce the risk of COVID-19 transmission; however, it is not sufficient as a stand-alone preventive measure. They should not be used in place of physical distancing or any other measure noted in these protocols.
  - b. Non-medical Masks
    - Non-medical masks are required to be worn in all areas other than at their desk/workstation, or if maintaining physical distance (2m), in a classroom/learning environment, or eating or drinking, or when working alone, or when outdoors or when a physical barrier is in place.
    - Masks are not a replacement for physical distancing so efforts should continue to focus on using all available space and preventing crowding or close gatherings.
  - c. Face Shields
    - i. Must be worn with non-medical masks
    - ii. Are required to be worn
      1. By identified employees that cannot maintain physical distance while working with students where there is exposure to blood and body fluids to the eyes.
      2. A face shield can be used in place of a non-medical mask when working with students where seeing facial expressions and/ or lip movement is important and physical distance cannot be maintained
  - d. Where PPE has been identified for tasks prior to COVID-19 pandemic, this PPE will continue to be used when performing these tasks.
  - e. All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses
  - f. Air purifying respirators are not recommended.
  - g. Gloves
    - i. Gloves are not recommended for workers

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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.