



SAFE WORK PROCEDURE

Pick-Up and Delivery of Materials at BSD Schools & Facilities All Staff – COVID-19 Class Suspension

<p>Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.</p>	<p>Personal Protection Equipment (PPE) or Devices Required</p> <ul style="list-style-type: none"> • Spray Sanitizer /disinfecting wipes • Optional Gloves • Face Mask 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> • N/A
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Only authorized employees are permitted to perform this task.

For individuals requiring physical pickup and drop-off of packages, student work or essential student belongings at any BSD facility, the following shall be implemented:

- If you show any signs of illness, you should remain at home and notify your supervisor
- A set appointment must be scheduled by school administration or department/facility supervisor.
- Designated staff are required to be on location for pick up or drop-off.
- To minimize visitors in the building, packages can be left at a designated location outside the school and/or facility for the scheduled pick-up drop off time, supervised by designated staff who are social distancing six feet (two metres). The supervising staff can remain in the school/facility to confirm the pick-up through visual contact.
- If circumstances require a parent or delivery person to come into the building, **entry must be limited to one person at a time**. There must also be a designated pick-up/drop off location and all designated staff must adhere to social distancing guidelines of six feet (two metres).
- Once the parent or delivery person arrives, confirm with them their name and record it into the form provided.
- Staff may use gloves when handling packages.
- Package deliveries: lightly wipe down the exterior package or material with a fresh disinfecting wipe/spray sanitizer.
- Package pick-up: leave package at designated location out-side of the school/facility or within the school/facility, maintaining social distancing of six feet (two metres).
- If no gloves are used, immediately wash hands after handling packages for the recommended 20-25 seconds with soap and water.
- Wipe down any door handles with spray sanitizer or fresh disinfecting 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>
- SafeWork Manitoba [https://www.safemanitoba.com/News/Pages/Coronavirus-\(COVID-19\)-Update.aspx](https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx)