



**SAFE WORK PROCEDURE - Emptying of
Locker by Student & Collecting of Student(s)
Belongings by Staff
COVID-19**

<p>Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID19 pandemic.</p>	<p>Personal Protection Equipment (PPE) or Devices Required</p> <ul style="list-style-type: none"> • Hand Sanitizer • Wipes • Hand Gloves • Plastic Bags 	<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.

- 1) If students or parents are sick they should be told to stay at home and have an alternate person pick up their belongings. Ensure identification is verified for all individuals picking up belongings.
- 2) The school administrator and staff will develop appointments for students to come to the school to obtain belongings from their locker.
- 3) Students must be informed prior to their appointment that they cannot bring backpacks or bags with them into the school.
- 4) Students will be required to sanitize their hands upon entry into the school
- 5) Staff will sanitize or wash their hands (with soap and water for a minimum of 20 seconds) before and after each student appointment.
- 6) One student will be escorted into the school by a staff member and accompanied to their locker. Social distancing (six feet or two metres) must be main maintained at all times.
- 7) Only one student per school hallway is permitted at any one appointment time.
- 8) Student will empty their belongings into a plastic bag provided by the school.
- 9) Garbage from lockers must be placed in a garbage receptacle.
- 10) School materials and/or textbooks to be left at the school must be placed in a designated area as assigned by the school administration.
- 11) Once retrieval of belongings is complete, the student will be escorted to the exit the school staff.
- 12) Prior to leaving the school, student will be instructed to use hand sanitizer.
- 13) Staff will disinfect the area by wiping the textbooks/school materials left in the school, before returning the items to their storage area. The table/cart that textbooks/materials were temporarily stored will need to be disinfected when textbooks/materials are removed.
- 14) Social distancing (six feet or two metres) must be maintained at all times.
- 15) 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, particularly before starting a new task or eating
 - Avoid touching your eyes, nose or mouth



"Accepting the Challenge"

Only authorized employees are permitted to perform this task.

- 1) Student labels must be created prior to collection of student belongings and must contain the following:
 - Student Name
 - Locker number and/or Classroom Teacher
 - Parent/Guardian Name
 - Student home address
- 2) Proper hand hygiene must be adhered to at all times when conducting this task. Wash hands thoroughly and put on a pair of disposable gloves prior to touching any items.
- 3) Follow direction provided by school administration on how to open student lockers.
- 4) Prior to removal of student belongings from locker/desk/cubby, take a picture with school designated device. The picture must include the image of the student label.
- 5) Collect the student(s) belongings from designated locations and place into a plastic bag.
- 6) Store the bags in the designated location of the classroom or school.
- 7) Use disinfecting wipes or paper towel with spray sanitizer to wipe down electronic device.
- 8) At end of task, remove gloves and dispose in garbage receptor.
- 9) Wash hands thoroughly after removing and disposing of gloves.

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)



COVID-19

NOVEL CORONAVIRUS



DO NOT ENTER if you have returned from outside of Manitoba in the last 14 days.



DO NOT ENTER if you are under direction to self-monitor or self-isolate.



DO NOT ENTER if you are experiencing any of the following cold/flu symptoms:

- Cough
- Fever
- Runny Nose
- Sore Throat
- Weakness
- Headache



Please wash your hands.

Thank you for helping us stop the spread.

[manitoba.ca/covid19](https://www.manitoba.ca/covid19)

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