



## SAFE WORK PROCEDURE

### Delivery of Student Materials by Staff in Personal Vehicles COVID-19

Potential Hazards:	Personal Protection Equipment (PPE) or Devices Required	Additional Training Requirements:
Ensure application of Provincial Health guidelines for health and safety of employees during the COVID19 pandemic.	<ul style="list-style-type: none"> <li>• Spray Sanitizer</li> <li>• Gloves</li> <li>• Disinfectant Wipes</li> <li>• Face Masks</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

#### Only authorized employees are permitted to perform this task.

- 1) If you show any signs of illness you should remain at home and notify your supervisor.
- 2) All staff will be required to follow Public Health advice upon entry into each school/facility.
- 3) You will be given your assignments from your supervisor outlining your delivery schedule and you should not deviate from the route.
- 4) 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 prior to eating or drinking
  - Avoid touching your eyes, nose or mouth
- 5) Before beginning the task, wash your hands with soap and water for a minimum of 20 seconds, or use hand sanitizer. You can also wear gloves, if available.
- 6) Collect materials identified for delivery.
- 7) When loading materials into your vehicle, ensure they are placed in the trunk or as far away as possible from the driver of the vehicle.
- 8) Always store materials in the same location in the vehicle so it will be easier to disinfect the area when all deliveries for the day have been completed.
- 9) This is a single staff member procedure. No other people are allowed in the vehicle with you during this process.
- 10) Upon delivery, material(s) should be left at the front door of the house or the entry to multi-family dwellings and the doorbell or buzzer should be rung. You must ensure you are wearing the provided gloves OR sanitize your hands immediately after with the sanitizer provided.
- 11) Distance yourself at minimum six feet (two meters) away from the materials and wait for an individual to attend the pick-up
- 12) Once they arrive, confirm their name and enter it into the delivery form provided.
- 13) If no one claims the delivery within five minutes, you are to gather the materials and place them back in your vehicle. **No materials are to be left unattended.**

- 14) If at the end of your route you have materials in your car that were not accepted, they must be returned to the site in which you picked them up from.
- 15) Follow your work plan and inform the school principal of the return(s).
- 16) Leave undelivered materials in the designated site in the school/location.
- 17) Dispose of gloves in a garbage receptacle; sanitize or wash your hands.
- 18) Using disinfectant spray or wipes, clean the door handle of your vehicle and steering wheel.  
Wipe the trunk surface, or designated area of your car, where the materials were stored.

**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

AUGUST 2020



### Are you sick?

### Have you been exposed to COVID-19?

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



### Have you travelled in the past 14 days?

You may need to self-isolate. Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.

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

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