

Maintenance Staff Re-Opening Protocol

Durham Region Health Department Approved Safety Strategies

Self-Assessment for COVID-19

To be completed before entering any DCDSB buildings (Based on Ministry of Health May 14, 2020 fact sheet).

Anyone (staff or contractors) entering Board building during this phase, must complete the self-assessment questions correctly before entering.

No one who is under self-isolation, quarantine or showing any symptoms should come into the building at all; supervisors must confirm this before allowing an employee/contractor to enter a building.

Common symptoms of COVID-19 include:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)

Other symptoms of COVID-19 can include:

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.

Other signs of COVID-19 can include:

- Clinical or radiological evidence of pneumonia

Atypical symptoms should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- Unexplained fatigue/malaise/myalgias
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Multisystem inflammatory vasculitis in children
- Unexplained tachycardia, including age specific tachycardia for children
- Decrease in blood pressure
- Unexplained hypoxia

START OF THE SHIFT

The maintenance staff will:

- Report to the Operations, Maintenance and Administrative Centre (OMAC – 383 Chaleur Ave, Oshawa) to begin their shift with a staggered arrival time, in groups of six, starting at 6:45am, 7:00am and 7:15am – Scheduled to be provided.
- Park their own vehicle in vacant parking spaces around OMAC and walk directly to their board vehicle.
- Do not enter OMAC unless prior arrangements have been made with the manager. And whenever access is approved, staff will be limited to 5 or less at any time, and physical distancing shall be practiced.

THROUGHOUT THE DAY

The maintenance staff will:

- Be assigned-one site per day, and only work orders (WO) for that site will be completed each day.
- Staff will drive to the designated site and enter the building, where they will wash their hands or use the hand sanitizer upon arrival.
- Sign in the logbook at the entrance of each site.
- Notify the custodian upon arrival, and clearly identify the area(s) to be working in.
- Limit their use of washroom to one of the staff washrooms as designated by the custodian.
- Take their breaks/lunches in the designated staff room as assigned by custodian or if preferred, away from the site.
- Complete each WO and shall enter the details into eBase, including the areas they went to complete the WO.
- Leave spills or clean-up to the custodian to complete, unless it is an emergency to clean up a flood, or to remove a product (e.g., paint, oil, etc.) that could not be left for custodial staff.
- Consult with their manager, in cases when physical distancing is not possible, to determine if the task can be postponed or if masks and/or gloves can be used.
- Wash their hands before/after going to the store when required to obtain material. They shall follow all physical distancing and hand sanitizing protocols that are in place at each store they go to.

END OF THE SHIFT

The maintenance staff will:

- Return to OMAC 15 minutes before their shift ends.
- Park their work vehicle in each designated area.
- Wipe down the touch points (e.g., steering wheel, radio, handles, tools, etc.) in their vehicle with a disinfectant spray and disposable cloth/rag, allowing 20 seconds for the disinfectant to remain on the touch point before wiping it off.
- Dispose of the cloth/rag in the garbage bins outside of OMAC.
- Proceed directly to their personal vehicle and go home.

DOs & DON'Ts

- Wash your hands often with soap and water or use alcohol-based sanitizer
 - before and after accessing schools
 - before and after using the washroom
 - before and after breaks/lunches
 - after coughing/sneezing
- Cough/sneeze into your sleeve at the elbow. If using a tissue, discard immediately.
- Practice physical distancing at all times, whether indoors or outdoors, by remaining at least 6feet/2 meters apart.
- Keep the provided hand sanitizer and/or wipes inside the vehicles for your use.
- Minimize surface touching at all times.
- Limit movements only to required areas.
- Whenever possible, use stairs without touching the railing.
- Ride alone when using the elevator/lift.
- Wash your work clothes each day before wearing them again.

AVOID

- Touching your face. And if you do, wash your hands immediately.
- Sharing PPE.
- Sharing tools/equipment. And if you must, always disinfect in between each use.
- Riding together in the same vehicle

WHEN IN DOUBT, ALWAYS REACH OUT TO YOUR MANAGER FOR CLARIFICATION