

# Maintenance Staff Re-Opening Protocol

## Durham Region Health Department Approved Safety Strategies

At the start of each shift staff will need to pass the COVID-19 self-assessment:

<https://covid-19.ontario.ca/self-assessment>

- No one who is under self-isolation, quarantine or showing any symptoms should come into the building.

The Ministry of Health Self-Assessment Tool (updated June 13, 2020) directs self-isolation for Ontarians who meet any of the following criteria:

- have one or more of 17 listed COVID-19 symptoms (listed below)
- have returned from outside of Canada in the last 14 days
- in the last 14 days, have been in “close physical contact” with:
  - a positive case of COVID-19,
  - a person who is sick with a new cough, fever, or difficulty breathing,
  - a person who returned from outside of Canada in the last 14 days.

### Common symptoms of COVID-19 include:

<ul style="list-style-type: none"><li>• Fever (temperature of 37.8°C or greater)</li><li>• Chills</li><li>• New or worsening cough</li><li>• Barking cough making a whistling noise when breathing (croup)</li><li>• Shortness of breath</li><li>• Sore throat</li><li>• Difficulty swallowing</li><li>• Loss of taste or smell</li><li>• Nausea/vomiting, diarrhea, abdominal pain</li></ul>	<p>Runny nose – not related to seasonal allergies, post nasal drip, etc.</p> <ul style="list-style-type: none"><li>• Stuffy nose</li><li>• Pink Eye (Conjunctivitis)</li><li>• Headache</li><li>• Muscle aches</li><li>• Extreme tiredness</li><li>• Falling down</li><li>• For children: sluggishness or lack of appetite</li></ul>
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### Other Safety Precautions when Accessing the School (as per Durham Region Health Department)

1. Abide by the strategies in place for Social/Physical Distancing. While inside the building, all individuals must practice social distancing and remain at least 2 metres apart at all times.
2. Do not gather in groups.
3. Practice good Hand Hygiene. Wash hands and/or use sanitizer when entering and leaving the building.
4. Wear a mask if you can't practice physical distancing or it is a challenge to maintain.
5. Masks will be available for those exceptional circumstances where it is difficult to maintain physical distancing. Appropriate access to emergency PPE will be provided as well.

6. If possible, individuals should use stairs without touching the railing while in building. If elevator use is necessary, individuals should ride alone.
7. Individuals should not use the washrooms and should avoid touching surfaces to the extent possible.

#### Start of the shift:

- 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 starting at 6:45am for the first nine staff, and 7am for the second group of nine.
- Staff will park their own vehicle in vacant parking spaces around OMAC and walk directly to their board vehicle.
- No staff will enter OMAC unless they have made arrangements with the manager to enter for materials or to work in OMAC. Staff within OMAC will be limited to 5 or less at any time, and physical distancing shall be practiced.

#### Maintenance work during the day:

- Staff will select a site to work at for the day, and work orders (WO) for only that school will be completed each day. Should staff need to go to other sites during the day, they will make arrangements through their Manager/Supervisor or designate.
- Staff will drive to the designated site and enter the building, where they will wash their hands or use the hand sanitizer upon arrival. They shall report to the custodian (if custodian is in for that day) that they have arrived and identify the area(s) they will be working. The custodian shall identify the staff washroom for use, and the staff room where breaks/lunch are to be taken.
- While inside the building, all individuals must practice physical distancing and remain at least 2 metres apart at all times, and staff should be washing their hands throughout the day. Mandatory washing of hands before and after using the washroom or having a break.
- If more than one maintenance staff are required to complete a WO they should not share any tools unless they are able to disinfect the tools between use, and shall practice physical distancing at all times. If physical distancing is not possible, then staff should consult with the manager to determine if the task can be postponed or if masks and/or goggles can be used.
- Staff will complete each WO and shall enter the details into eBase, which will include the areas they went to complete the WO.
- If staff are required to go to any stores to obtain materials, they should wash their hands before going to the store, and they shall follow all physical distancing and hand sanitizing protocols that are in place at each store they go to.
- Once staff are ready to return to OMAC at the end of their day, they should proceed back planning to arrive 15 minutes before their shift ends. They will park their work vehicle in the designated and 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. The cloth/rag will be disposed in the garbage bin. They will then go straight to their personal vehicle and go home.

Notes:

- If possible, individuals should use stairs without touching the railing while in the building. If elevator use is necessary, individuals should ride alone.
- Work in the childcare discrete spaces will not be completed at this time unless it is deemed an emergency.
- Any spills or clean-up during the day will be left for the custodian to complete so that the custodial cleaning equipment is not used by more than one person, 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.
- If you need to sneeze or cough it should be into your sleeve at the elbow, and you should avoid touching your eyes, nose or mouth during the day.
- Wash your work clothes each day before wearing them again.
- No PPE shall be shared.
- If staff need any clarification they should consult with their manager.