

MAINTENANCE REQUEST FOR ROOM OF AN ISOLATED STUDENT

Required PPE	NA
Training	PPE, Hygiene Practices
Hazards	Spread of COVID-19 Virus

Affected employees: Maintenance and Security

DRAFT: NEEDS MAINTENANCE'S REVIEW AND INPUT

1. Director of Student Life to provide SOC with current location information for all isolated students, which will be kept at SOC for quick reference.
2. Student Life to tell isolated student to call SOC for all maintenance requirements.
3. When maintenance request received at SOC for an isolated student's room, SOC operator will ask the isolated student to describe issue and to email or text pictures if possible.
4. SOC contacts FM or on-call maintenance person, depending on the time of day, to advise a request has been received for an isolated student.
5. FM receives request from Security for maintenance in isolated student's room. FM to determine urgency of request.
6. Hazard assessment to be completed on the work that has to be done to determine chance of exposure to COVID-19 and to decide what type of PPE is required (Hand, Eye, Face). Consult with OH&S and Public Health as required for current information.

Only urgent work will be performed in a potentially-contaminated room following a hazard assessment to determine if acceptable level of safety can be achieved using PPE, including goggles, N95 respirator, face shield, etc.

7. Security to contact Student Life to let them know the isolated student needs to vacate the room for maintenance.

NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.

8. Student Life shall arrange for student to vacate room during maintenance work, and let FM know when done.
9. Isolated student should be relocated by Student Life, if possible (*SOP Moving isolated student to a new room*).
10. Isolated student shall don surgical mask when answering door or while outside of room.
11. A complete air exchange will be done on the room, by opening windows or using HEPA equipment as required. If possible, wait at least 24 hours after room is vacated before cleaning or maintenance tasks are performed.
12. Areas/room will be disinfected by Custodial as required (refer to *SOP Disinfecting an isolated student's room*)

Urgent need to enter contaminated room

REQUIRES INPUT FROM MAINTENANCE AND NSHA

1. A complete air exchange will be done on the room, by opening windows or using HEPA equipment as required.
2. Hazard assessment to be completed to determine risk of exposure to COVID-19 and to decide what type of PPE is required (Hand, Eye, Face, Respiratory, Full body).
3. XX
4. XX

Users shall be trained to use personal protective equipment (PPE)

NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.