

## WORKING IN CUSTODIAL DURING COVID-19

<b>Required PPE</b>	Foot, hand, eye, face
<b>Training</b>	PPE, Hygiene Practices, SOPs for work being performed,
<b>Hazards</b>	Spread of COVID-19 Virus

The following steps will be followed by Custodial Staff until further notice, during the Nova Scotia COVID-19 State of Emergency. Required Physical Distancing means keeping at least six feet space between all persons.

### Academic Buildings

- There is one staff person per building, and they will have their own keys to go straight to the building to start their shift.
- Staff person will ensure required physical distancing from anyone who enters the building, and will focus on cleaning vacant labs and classrooms.
- Staff person will have their own radio.
- Supervisor or Lead Hand will drop off supplies.

### Residence Buildings

- Will have more than one staff person. No keys required.
- Staff will say “beep, beep” when they meet someone while moving through the building, and ensure required physical distancing.
- Only one staff person working in each room.
- One person per area will be assigned a radio.
- Supervisor or Lead Hand will drop off supplies.

### All Custodial Staff:

- Will go straight to their assigned work location instead of coming to the Facilities Management (FM) assignment building.
- Will travel alone in vehicles.
- Shall wear appropriate Personal Protection Equipment (PPE) as per the SOPs for the work being done.
- Shall maintain required physical distancing when moving through their work areas.
- Shall be provided their own cleaning equipment. If equipment must be shared, it shall be properly disinfected before and after use
- Shall report to Security any unauthorized individual(s) in building they are assigned to. Staff shall exit the building until the unauthorized individual(s) have been removed.
- Shall report to Security any unexpected staff, faculty or contractors in their work areas.
- Will leave work directly from their assignment location.
- Shall maintain required physical distancing when filling buckets.

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

- Shall follow required physical distancing and gathering rules during staff breaks (six feet separation, no more than five individuals together in one area). I
- If required to move something heavy, will contact their supervisor or Lead Hand. Custodial staff member will exit the room when other staff member(s) come to move the heavy object, to ensure required physical distancing is maintained.

## How to protect yourself and others

- Complete the Daily Self Assessment Tool (attached).
- Always practice required physical distancing of at least six feet between all persons.
- Wash your hands often. Washing with soap and water is preferred. Use hand sanitizer if soap and water are not available.
- Gloves are disposable and should be changed often as per training. They can become contaminated and should not take the place of proper hand washing.
- Sneeze and cough into tissues (preferred) and elbows. Throw the tissue away. Wash your hands.
- Avoid touching eyes, nose and mouth with your hands.
- Stay home if you are sick.
- Avoid contact with a sick person.
- Do not shake hands.
- Report all Health and Safety Concerns to your Supervisor, and record it on the online [Report a Health and Safety Concern](#) form.

These steps are in addition to other SOPs being used for specific tasks.

*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.***

## DAILY SELF-ASSESSMENT TOOL FOR EMPLOYEES ON CAMPUS

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, please conduct this questionnaire daily (before you come to work):

1. Do you have a fever greater than 38°C or 100.4°F?
2. Do you have a new cough or a cough that is getting worse?
3. Do you have a sore throat?
4. Do you have a runny nose?
5. Do you have a headache?
6. Have you been asked to self-isolate by a healthcare professional or has anyone in your household tested positive for COVID-19?

**If you answer YES to any of the above questions, please notify your supervisor and go home immediately.**

**If you answer YES to two or more of the above, please call **811** for further assessment by a nurse.**