

Maintenance Staff (Trades and Grounds)

SD 63

Additional requirements and controls for maintenance staff:

- One worker per vehicle when possible
- Dash and steering wheel should be cleaned prior to use
- Lunch room at office to remain closed, utilize vehicles and other non-common areas for breaks and lunches
- When arriving to work, do not congregate in common areas, move directly to vehicle when possible
- When possible, contact your Supervisor / Manager by phone rather than in person
- Check emails at least daily for new information and additional guidance
- If two people are required for a task, maintain 1-2 meters distance (if not practicable, wash hands after task is complete)
- Stagger breaks to reduce congregation
- Notify your supervisor of the areas you worked in during a shift (Room numbers, common areas)

SD 33

Additional requirements and controls for maintenance staff:

1. Social distancing, keeping a distance of 2 meters (6 feet) from all persons, is mandated for all face to face contact
2. Vehicles/ equipment will only be occupied by the operator, no passengers
3. Where possible the Foreman will direct staff to direct report to sites
4. Working with the Foreman larger crews will identify staff room at sites, this may require more than one to maintain social distancing.
5. Hand washing and sanitizer is accessible to all workers and frequent use is promoted
6. Daily cleaning / disinfectant routines have been established on all surfaces that are touched often
7. As many meetings as possible will be conducted via Microsoft Teams video conference
8. Where face to face meetings are deemed necessary the number of participants in both internal and external meetings is limited to numbers the available meeting space can accommodate while respecting social distancing
9. Larger face to face meetings on sites will be held outside where social distancing can be maintained
10. All meetings will proceed as currently scheduled with the following additional protocols;
 - a. Physical attendance at site meetings will be limited to those needing to be physically present to properly conduct their business at the site
 - b. All those invited are expected to attend via Teams video conference if not physically present on site – note that even visual site reviews can be conducted via Teams and site personnel cell phone cameras

SD 82

Additional requirements and controls for maintenance staff:

Simple procedures in place to control and minimize exposure, maintaining social distancing, etc.

SD 82 – Greg Porter – In Place Right now (Discussions)

1. Stopped having morning meetings, so workers go right to their work sites to complete ongoing projects, work that was planned for the spring break
2. Workers just check in by phone or other every morning to ensure nothing has changed
3. Minimizing all working together, people travel separately, work in different areas of the building, basically work on their own for the most part.
4. No lunch room get togethers, meeting as groups, etc.
5. Maintain hand washing and provide Hand Sanitizers if required.
6. Maintain social distancing at all times.
7. Develop procedures to ensure vehicles and equipment are wiped down as required.
8. Have procedures in place if people are sick, have sick people at home, discuss the kid's issues, etc.
9. Post signs advising staff to wash hands and maintain social distancing.
10. Discussing and evaluating every day based on current events, ministerial discussions, district discussions, Ministry of Health directives, etc.

Provide the services and others as discussed.