



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

March 25, 2020

**TO: Superintendents
Secretary-Treasurers**

**FROM: Darren Thomas
Risk Manager**

RE: SAFE HANDLING OF DELIVERIES AND SCHOOL WORK

There have been some concerns raised over whether packages or homework being brought into schools or offices are safe to handle by staff.

According to the World Health Organization (WHO), they have deemed it safe to receive and handle packages such as letters, envelopes and newspapers. (<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>)

What schools can do to further protect themselves include:

1. Wherever possible, all communication should be done online, including use of email to send and receive homework/assignments. Use of applications such as Google Classroom, EdModo or SeeSaw is a very useful tool in online teaching.
2. For those requiring physical pickup and drop-off, set up certain times where this can be controlled. Staff can be there to receive the packages during set times or appointments. Meeting students at the doors would be recommended to avoid additional visitors in the building.
3. Gloves can be used when handling the packages. Lightly wipe down the exterior packaging or material with a fresh disinfecting wipe. If no gloves are used, please immediately wash hands after handling for the recommended 20-25 seconds with soap and water.
4. If students are coming into the building, make every effort to have a set destination for drop-off or pickup to control time in the building.
5. Be sure to wipe down any doors, handles etc. as necessary.

After speaking with Canada Post and Purolator, this falls in line with how the delivery community is handling packages.

Thank you.