

Transportation Protocol in response to COVID-19:

It is imperative that we try to plan ahead whenever possible. Advanced planning will allow for agency vehicles to be used before staff vehicles.

Prior to going out in any vehicle, all staff accompanying will do the following:

- Complete vehicle disinfecting and disinfecting checklist. Staff using their personal vehicle need to indicate this on the disinfecting checklist when submitting it to their manager.
- Clean commonly touched surfaces (keys, vehicle binder, pen, door handles – inside and out, arm rests and seats, steering wheel, dashboard, and all other surfaces)
- Bring a clean medical mask in a paper bag
- Bring the vehicle disinfectant kit (Contains: Lysol wipes, gloves, and hand sanitizer)
- Perform [hand hygiene](#)

While in the vehicle:

- Ensure safe physical distancing is being followed. The passenger(s) in the vehicle cannot sit directly next to the driver. If travelling with one supported person and one staff the supported person will sit in the back seat furthest from the driver.
- Only one supported person and one staff (the driver) will go in a vehicle at a time.
- Provide the supported person with a mask to wear (if tolerated).
- Keep the front windows open as much as possible.
- Staff must wear their medical mask for the duration of their shift, including while in the vehicle.
- Staff may remove their face shield once in the vehicle while they are driving; the face shield must be put back on prior to getting out of the vehicle once parked at your destination.

When returning to the location disinfect the vehicle:

- Sanitize hands
- Don on a new/clean medical mask
- Don gloves
- Use a disinfectant being sure to follow the steps on the disinfectant cleaner or bleach/water mixture
- Clean commonly touched surfaces (keys, vehicle binder, pen, door handles – inside and out, arm rests and seats, steering wheel, dashboard, and all other surfaces)
- Doff and discard gloves
- Sanitize hands
- When reentering the program
 - Sanitize hands
 - Don a new medical mask
 - Perform proper [hand hygiene](#) with soap and water
 - Disinfect the face shield with bleach and water mixture, dry the face shield and don the face shield
 - Perform proper [hand hygiene](#) with soap and water
 - Complete the van disinfecting schedule to indicate that the vehicle has been disinfected

When being picked up for a drive:

While in the vehicle:

- Provide the supported person with a mask to wear (if tolerated).
- Keep the front windows open as much as possible.
- Visitor to wear their mask for the duration of the drive
- Keep as much physical distance as possible (6 feet is preferred). Person should travel in the back seat of the vehicle as opposed to upfront and directly next to the driver.

Take out Protocol

If takeout food is purchased, all food is to be immediately removed from the packaging it is received in and placed on dishes sent by the home; all packaging will be disposed of.