

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.
- **Residential:** A maximum of two supported persons who live in the same house, along with one staff (the driver) can go in a vehicle at a time. Staggered seating is imperative.

****Exception: In the case of Union's & Simcoe's vans, when the two people in the van require assistance of more than one staff, two people from the same household and two staff may go in the vehicle at a time. The second staff must be sitting in the back of the vehicle and be wearing their full PPE of a mask and eye protection.****

- **Day Program/ Respite:** A maximum of two supported persons who will tolerate wearing a mask, and whose families have been consulted and agree, along with one staff (the driver) can go in a vehicle at a time. Staggered seating is imperative.
- All attempts will be made to ensure use of an agency vehicle. With 3 rows of seating. The driver is the only person sitting in the front of the vehicle.
- Provide the supported person(s) 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.
- Eye protection can be removed when staff are driving

In circumstances wherein a supported person requires 2 support staff to access the community for recreation or medical purposes the following procedures will apply:

- Ensure safe physical distancing is being followed. Staggered seating is imperative.
- All attempts will be made to ensure use of an agency vehicle. With 3 rows of seating. The supported person is to sit in the middle row.
- Staff driving may remove their eye protection once in the vehicle while they are driving; the eye protection must be disinfected and put back on prior to getting out of the vehicle once parked at your destination.
- The driver is the only person sitting in the front of the vehicle.

- The second staff must have their mask and eye protection on for the duration of being in the vehicle.
- Provide the supported person(s) 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.
- Eye protection can be removed if they are driving

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 eye protection with bleach and water mixture, dry the face shield and don the eye protection
 - 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.
- Visitor will wear eye protection for the duration of the visit with the exception of while they are driving.
- Keep as much physical distance as possible (6 feet is preferred). People should travel in the back staggered seating (providing as much physical space as possible in the vehicle) People should not be sitting upfront, directly next to the driver.