

### **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.
- Typically only one supported person and one staff (the driver) will go in a vehicle at a time. A maximum of two supported people and one staff can travel in an **agency** van (this does not apply to staff vehicles) if, the two supported people live together, the people supported are able to tolerate wearing a mask, and seating is staggered in the vehicle to allow for as much distance as possible between everyone in the vehicle.
- Provide the supported person with a homemade 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.

#### **When returning to the location disinfect the vehicle:**

- Sanitize hands
- Put on a new/clean medical mask
- Put on gloves
- Use a disinfectant cleaner or bleach/water mixture
- Follow the steps on the disinfectant
- 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
- Enter the location
- Perform [hand hygiene](#)
- Complete the van disinfecting schedule to indicate that the vehicle has been disinfected

#### **When being picked up for a day visit:**

**While in the vehicle:**

- Provide the supported person with a homemade mask to wear (if tolerated).
- Keep the front windows open as much as possible.
- Visitor to wear their mask for the duration of their visit, including while in the vehicle.
- 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.