

## **Pandemic Plan - Protocol for Deliveries and Staff Shopping**

**Preamble – Protocol to eliminate contamination of any items coming into the house from unknown sources.**

### **Deliveries -**

#### **Medication being delivered to locations:**

- wear gloves to accept item when receiving a delivery from a Pharmacy
- remove items from the bag and sanitize with disinfectant if possible

#### **Take out or food brought into the home**

- Ensure the purchase is “cashless”
- Ensure restaurant has COVID-19 precautions in place for the patrons safety.
- When bringing takeout food or ordering takeout into a location all items should be handled safely (gloves) and put into another container, dish or cup and the packaging disposed of safely.
- Perform proper hand washing after handling these containers.

#### **If ordering and using a staff credit or debit card please ensure you:**

- Staff must receive approval in advance to make purchases for the client on personal debit or cards.
- Staff must obtain and provide a receipt to document the process.
- receiving reimbursement through the cash box or from a banking withdrawal must be recorded on the Balance sheet and initialed by another staff or manager.
- The receipt will be numbered and recorded on the Balance sheet. Then the number and amount recorded on the outside of the Monthly Receipt Envelope and placed in the envelope.

### **Staff shopping**

- prepare a list in advance
- avoid peak hours if possible and keep your visit short, stick to one store if possible, in order to limit exposure
- frequency of trips should be limited to once a week or every two weeks
- staff should bring a small bag containing sanitizing wipe or alcohol wipes, hand sanitizer, mask, 2 pairs of gloves and a small Ziplock bag to put gloves and wipes in after use.
- Alternative supplies are alcohol wipes or paper towels with disinfectant on them in a zip lock.

- before entering the store sanitize your hands, then put mask and gloves on
- use a wipe to sanitize the cart or basket handle
- try not to touch any items unless you are certain you are buying them especially produce
- remember to keep at least 2 meters from others including store employees
- follow signs and floor markings for social distancing
- do not touch your face
- reusable bags are not recommended at this time
- once shopping is completed return cart or basket and remove your gloves and place in extra bag with used wipes and dispose of in nearest trash bin
- once home with grocery items, sanitize bags and containers if possible. Do not keep grocery bags for reuse.
- wash all produce with warm water and completely dry with paper towels
- If essential items were not obtained contact your Manager to look at options to obtain. The office does have paper towel, toilet paper and disinfectant available.

Rev. April 28, 2020