

AVENUE II COVID-19 PANDEMIC PLANNING MANUAL

TOPIC: Pandemic Planning Protocols	SUBJECT: Protocol for Deliveries and Staff Shopping	Code: PPP001
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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.

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- 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.

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