



TOPIC: Pandemic Planning Protocols	SUBJECT: Protocol for Deliveries and Staff Shopping	Code: PPP001
		Date of Issue:
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Pandemic Plan- Protocol for Deliveries and Staff Shopping

Preamble- Protocol to eliminate contamination of any items coming into the work locations during a pandemic, epidemic, or serious virus.

Procedure

- Be mindful to use hand hygiene or other IPAC Protocols to protect the location from possible transmission on items entering the home.

Deliveries:

Medication being delivered to locations:

- Wear gloves to accept item when receiving a delivery from a Pharmacy or wash/sanitize hands after handling the item.

Take out food brought into the home

- Perform proper hand washing after handling take out containers and before eating.

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

- Staff must receive approval in advance to make purchases on personal debit or cards for the client.
- 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:

- Before entering the store sanitize your hands, using the store hand sanitizer, if available.
- Respect social distance requirements.