

# AVENUE II COVID-19 PANDEMIC PLANNING MANUAL

<b>TOPIC:</b> Pandemic Planning Protocols	<b>SUBJECT:</b> Client Transport	<b>Code:</b> PPP005
		<b>Date of Issue:</b>
		<b>Revised:</b> April 1, 2022
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## PANDEMIC PLAN - CLIENT TRANSPORT

**Preamble** – This document will guide staff on use of personal vehicle, taxi and Lift Plus travel that is not a medical emergency. Vehicle authorization will be permitted as per this directive for non-essential activities in order to be proactive to maintain positive mental health (formal diagnosis not required) of staff and client during these unprecedented times of the COVID-19 pandemic.

**All non-essential client travel in staff vehicles must be approved in advance by a Manager or On-call.**

Staff **have the option of using their personal vehicle** for client transport provided the destination and activity is approved in advance by the Manager/ On-Call. Staff must be able demonstrate that their vehicle is safe for the client to enter and have low risk of contamination for the client. Staff are permitted to use supplies available at the home for cleaning and disinfectant of the vehicle or request supplies to have with them. Avenue II assumes no liability for any damages caused by the products used by staff on the vehicles.

Each client will be considered individually on the need for vehicle authorization and will be evaluated against the criteria and other individual factors. The Manager/ On-Call must approve in advance the reason and destination of the travel for each trip. The Manager/ On-Call will consider, when possible, the estimated risk level of the destination for exposure to the virus and where the client(s) must sit in the vehicle when approving the vehicle, taxi or Lift plus use.

All clients that qualify can ride Lift Plus for transportation to activities. Staff can ride with the client when they require an attendant or follow in their car. Lift plus is recommending advance booking of rides but has same day available on a limited basis.

Staff may decline to have a client in their car. Staff may not decline to follow someone on Lift plus or taxi and meet a client at the destination.

To qualify for vehicle authorization, the client must:

- Pass daily screening.
- Follow directions for social distancing either by physical or verbal support.
- Demonstrated they are safe riding as a passenger in a car.

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## **PPE for staff and clients -**

### Masks –

- Staff must wear a medical mask at all times.
- Clients are strongly encouraged to wear a mask when in the car and while out. Clients may wear any type of mask they choose.

Gloves – optional but not recommended.

### **Procedure:**

#### **Before entering the vehicle, taxi or Lift Plus:**

- The staff will bring hand sanitizer and any other items deemed appropriate based on the activity.
- Before entering the vehicle, taxi or boarding Lift Plus clients and staff will perform hand hygiene by washing hands or using hand sanitizer.

#### **At destination:**

- Upon arrival staff will assess the destination. If it is determined that appropriate social distancing is not possible, or the environment is not suitable as planned staff and client will return home. Staff will notify the Manager or On-call of the change of plans as soon as possible.
- Before entering the vehicle, taxi or boarding Lift Plus clients and staff will perform hand hygiene by washing hands or using hand sanitizer.

#### **When returning home staff and client will:**

- Perform hand hygiene
- Client will change clothes if needed
- Clean, sanitize or launder any items as required
- Clean, sanitize personal vehicle.

For clients identified with or suspected to have COVID-19 all transportation will be as per direction of Public Health.