



Assisted Mobility Programs COVID-19 work plan

(Amended June 9, 2020)

The following protocols will be amended based on Occupational Therapy, vendor and Nova Scotia health's direction.

Staff schedule:

We will be going back to regular pick up and delivery's starting July 6, 2020 for the Nova Scotia Wheelchair Recycling Program and Assistive Devices, with the exception of long term care homes. The below protocols will still be enforced with adaption and updating to procedures as required.

Office Protocols

- All staff while in Easter Seals Nova Scotia building will adhere to social distancing – maintaining at least **6 feet / 2 meters** physical distance from others.
- No vendors, OT's or individuals wanting to donate or pick up equipment are permitted in the building.
- Wash and sanitize hands frequently.
- Follow the various cleaning protocols in place throughout different areas of the building.
- Immediately report any changes to your health, or if you suspect any exposure to COVID-19.
- Keep hands away from face.
- Cough and sneeze into arm or tissue, not your hands.
- Temperature checks may be performed before you enter the building.

Warehouse Protocols

- Items may be picked up or dropped off outside at rehab facilities, small options homes, individual homes and Occupational Therapists office at an agreed time. These items are left at the door and once the technician has gone back to their vehicle, the item can be taken.
- Items can be picked up at the warehouse, this must be scheduled with the technician and appointments are to be staggered to ensure only one person at a time.
- Non Easter Seals employees are not to enter the warehouse, the technician will leave the item outside at the agreed upon time.
- All equipment picked up or dropped off follows our cleaning and disinfection controls already in place.
- Once per week the Easter Seals van will be cleaned and sanitized.
- While transporting picked up items they will be covered with a drop cloth (plastic) that will be discarded after one use



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