



COVID-19 (March 2020) Emergency Individual Transportation Protocols

When an individual presents ill and telehealth advises staff to bring the individual to an assessment centre, doctor's office or the hospital, please follow the steps below:

Communication

- Inform your supervisor
- If after hours/weekends, notify supervisor on call

Telehealth

- If referred to the doctor, contact the doctor's office and follow their instructions ○ If doctor will come to location, have the individual ready as per protocols ○ if doctor advises for individual to come to their office, follow the next steps (transportation/readiness)
- If referred to an assessment centre and or the hospital, follow the next steps (Transportation/readiness)

Transportation

- If there is a Reena van at your location, use it
- If the location does not have a van, inform the Supervisor or the on call supervisor and the supervisor (or on call) will make arrangements to see where to access the van
- Reena vans will be placed at various residential locations for all locations to have access when needed
- If there is a Reena driver, he/she will be asked to drive or take a taxi to the location that has a van
- If there isn't a driver at the location, let the supervisor (or on call) know and they will make arrangements for a driver

Van Procedures

- As per van cleanliness protocol, continue to follow it
Cleaning and sanitizing of the vehicle should be performed before and after use.
Using a general-purpose cleaner, all visible soil must be removed from:



1. door handles
2. seat arm rest
3. grab bars
4. seat belt latches
5. steering wheels
6. drivers' controls
7. Dashboard
8. any easily reached touch surface from the passenger seats

Once clean the surfaces must be sanitized with an approved sanitizer spray and wiped with a paper towel, Sanitizing wipes should only be used for Electronic components, key remotes or surfaces that would not tolerate a liquid spray.

- PPE as per protocol
 - Ensure there are hand sanitizers in the vans
 - A package of 2 goggles/3 masks and 2 gloves (pre-packaged) are in the home, so staff can use them (one mask for individual) **ShareVision PPE Resources:**
 - ✦ Personal Protective Equipment Protocol <https://reena.sharevision.ca/Printable%20Forms/15-COVID-19/Individual%20Care%20Annexes/Personal%20Protective%20Equipment%20Protocol%20for%20Isolation%20and%20Non-%20Isolation%20of%20Individuals%20in%20the%20location.pdf>
 - ✦ Recommended Steps for Putting On and Taking Off Personal Protective Equipment
 - ✦ <https://reena.sharevision.ca/Printable%20Forms/15-COVID-19/Individual%20Care%20Annexes/PPE%20Recommendations%20-%20March%202020.pdf>
 - ✦ Goggles Cleaning & Disinfection Quick Sheet <https://reena.sharevision.ca/Printable%20Forms/15-COVID-19/Individual%20Care%20Annexes/Goggles%20Cleaning%20and%20Disinfection.pdf>
 - ✦ Cleaning, Disinfection and Sterilization for Active Infection <https://reena.sharevision.ca/Printable%20Forms/15-COVID-19/Individual%20Care%20Annexes/CLEANING,%20DISINFECTION%20AND%20STERILIZATION%20FOR%20ACTIVE%20INFECTION.pdf>
- When transporting an individual, depending on their needs and health, staff/supervisor to determine the number of staff supports he/she will require
- A discussion should also take place of where to sit when in the van in advance
- Ensure the windows are wide open while in the van and transporting individual
- Ensure doors are kept locked at all times

***Note: Always ensure the van gas tank is at full at all times**

Reena Vehicles as of March 2020

YEAR	MAKE	MODEL	COLOR	DEPARTMENT	PLATE	DSS	BARRIER
2004	TOYOTA	SIENNA	BROWN	12 LUVERNE	ARVJ 400	Dolapo Ogundipe	NO
2005	TOYOTA	SIENNA	BLUE	21 MANADON	AEFR 415	Nessa Vienneau	YES
2006	FORD	E250 WHEELCHAIR VAN	WHITE	OAP/49 LEBOVIC	865 3RH	Desmond McLean	NO
2007	CHEVROLET	UPLANDER WHEELCHAIR VAN	DARK BLUE	17 WHITTAKER	AZWE 169	Miranda Hilsden Ronald	NO
2007	TOYOTA	SIENNA	GREY	61 KING HIGH	AKPJ 736	MutebiJuuko	YES
2008	TOYOTA	SIENNA	BLACK	241 CRESTWOOD	CDCR 935	Kelly Heimbecker	YES
2012	FORD	ECONOLINE WAGON	SILVER	168 REGINA	BRMP 177	Nessa Vienneau	YES
2012	TOYOTA	SIENNA	GREY	OAP/49 LEBOVIC Pathways North/49	BNKK 677	Desmond McLean	NO
2012	TOYOTA	SIENNA	GREY	LEBOVIC Channels/49	CJAK 373	Judy Katzberg	NO
2012	GMC	SAVANA WHEELCHAIR VAN	GREEN	LEBOVIC	AN31990	Judy Katzberg	NO
2013	CHEVROLET	2500 WHEELCHAIR VAN	WHITE	BATTLE CENTRE	AJ52598	Rob Scott	NO
2013	FORD	ECONOLINE WAGON 350	WHITE	5 BARRHILL	245 6BJ	Juliet Dayes	YES
2013	HONDA	ODYSSEY EX	GREY	65 CRESTWOOD	BXNP 841	Juliet Dayes	YES
2013	HONDA	ODYSSEY EX	DARK GREY	19 BARKSDALE	BREB 657	Ron Nichols	YES
2013	HONDA	ODYSSEY EX	SILVER	74 NORTHDALE	BRLB 199	Stephen Haynes	NO
2013	TOYOTA	SIENNA LE	GREY	165 ELMRIDGE	AXEX 194	Debbie Bentley Ronald	YES
2014	TOYOTA	SIENNA LE	GREY	62 GARTHDALE	BVSZ 863	MutebiJuuko	YES
2016	TOYOTA	SIENNA LE	BLUE	282 KERRYBROOK	BZKP 750	Simon Sodhi	YES
2016	TOYOTA	SIENNA LE	SILVER	44 SILKWOOD	BZRN 985	Stephen Haynes	YES
2016	TOYOTA	SIENNA LE	WHITE DARK	BATTLE CENTRE - Day Program	CBZB 566	Rob Scott	YES
2016	TOYOTA	SIENNA LE	GREY	437 WILSON	CDEH 961	Miranda Hilsden	NO
2017	TOYOTA	SIENNA LE WHEELCHAIR VAN	WHITE	138 WELDRICK Pathways North/49	AZWE 170	Sharon Skyers	NO
2017	TOYOTA	SIENNA LE	SILVER	LEBOVIC	CDEH 962	Judy Katzberg	NO
2017	TOYOTA	SIENNA LE	SILVER	240 CRESTWOOD	CEPD 851	Kelly Heimbecker	YES
2018	NISSAN	NV 3500 PASSENGER	WHITE	BATTLE CENTRE Channels	588 3NS	Rob Scott	YES
2018	TOYOTA	SIENNA	WHITE	North/49 Lebovic	CJDW 284	Judy Katzberg	YES

2019	TOYOTA	SIENNA	WHITE	37 STONEDENE	CJDW 372	Glenford Williams	YES
2020	TOYOTA	SIENNA LE WHEELCHAIR VAN	WHITE	90 ROCKVIEW	CKWL 114	Glenford Williams	YES

Van Locations

- Van Master List
- List of which location vans can be parked at
- Volunteers who willing to drive; training can take place for those volunteers

