

Technology

- Build out on-line forms for use in replacing paper forms and consider using smart phones to take pictures of forms and send them to OneDrive

PPE

- When transporting individuals served, staff should wear masks while providing transportation
- Used ionized water sanitizer in spray bottles for employee cars and in-home services with permission from residents
- Make PPE available to independent contractors and individuals who need it
- Provide hand sanitizer in a welcome back kit – still working on sourcing it

Personnel

- Decision to enter someone's home is made at a staff level based on all environmental factors within the home weighed against the necessity to provide services in home (i.e. EI, AT, etc.)
- Encourage that when staff are meeting consumers in person to meet in outdoor settings when weather permits
- In handling paper forms, encourage staff to wash hands thoroughly before and after intake sessions, gaining signatures, etc.

Program Plans

How to Minimize Risk for Providing In-Person, In-Home Services (Visual)

- Asking health related questions prior to seeing
- Observation of the individuals in the setting, are they showing symptoms?
- Do you have an underlying condition (talk to HR)
- Is it possible to maintain social distancing in the setting?
- Do you have an opportunity to wash your hands entering and exiting the setting? Do you want to bring your own soap and paper towels?
- Do you have hand sanitizer?
- Keep in mind that some facilities in public may be closed i.e. water fountains, bathrooms, and plan accordingly