

X-CHEM OUTREACH ACTIVITY KIT PROTOCOLS

Required PPE	Face mask, as required
Training	PPE, Hygiene Practices
Hazards	Spread of COVID-19 Virus

The following protocols/procedures are being used for the preparation, delivery, and pickup of at home activity kits for the X-Chem Outreach program during the COVID-19 pandemic.

Preparation

- Preparation will take place at least 3 days prior to scheduled kit delivery day to allow for extra reassurance that kits will be free of the virus before they are distributed.
 - WHO evidence suggesting virus can live on some surfaces for up to 3 days.
- Individual preparing kits will follow protocol of daily self-assessment tool for employees on campus provided by StFX before preparing kits.
- Precautions will be taken when preparing kits such as washing hands frequently and wearing a mask, as required.
- Kits will be numbered to be able to keep track of which specific kit is delivered to each household. X-Chem will record this.
- Kits will be placed in plastic bags and packed in large plastic Rubbermaid containers with lids to keep the kits sealed/contained.
- Pre-registration for the kits will take place, and participants will be asked to confirm through email if they are showing any COVID symptoms before delivery.

Delivery

- Delivery will happen within a 15km radius of the Town of Antigonish.
 - May expand delivery radius or make pick up available on campus as COVID-19 restrictions are loosened and access to campus becomes more available.
- Delivery will be non-contact and follow the 6ft (2m) social distancing protocols set by NS Health.
- X-Chem staff member delivering the kit will place the kit on doorstep, knock on door/ring doorbell to notify family that we are there with the kit. Staff member will then step back into driveway/yard to follow social distancing and allow member of household to retrieve the kit. Wait for kit to be picked up to ensure that it has been safely delivered.
- Kits require a refundable damage deposit in the form of a cheque or cash. Registrants have been asked to place deposit in an envelope or plastic bag and put it in the mailbox for pick up. Alternatively, they can set it out on the deck when they step out to retrieve the kit.
- Deposit will be placed in assigned container – metal cash box packed with kits.

NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.

- Staff member making the deliveries will have hand sanitizer and disinfectant wipes with them to sanitize hands after interacting with households.

Pickup

- Pickup will happen similar to deliveries with social distancing.
- 24 hours before scheduled pickup, participants will be contacted via email to confirm that members of the household are not showing COVID-19 symptoms. Additionally, staff member responsible for pickups will verbally confirm that members of each household are symptom free at the time of pickup.
- If COVID-19 symptoms are present in the household, the kit will not be picked up, and StFX OHS will be consulted.
- Kits will be placed in large plastic Rubbermaid containers with lids in car and returned to PSC 2037 after pick up

Post-Use Sanitation of Kits

- Kits will be dropped off in PSC 2037 and left for at least 3 days before further contact with kits
- Kits will be unpacked, and items cleaned with household clean, dilute bleach solution, alcohol, disinfectant wipes depending on what kit consists of.

Users shall be trained to use personal protective equipment (PPE). N95 respirators require a fit test.