



COVID-19 Safe Operating for Donation Centres

Putting a COVID-19 Donation Centre Safety Plan in place will help make all areas safer for everyone. In light of the current COVID-19 situation, infection control recommendations may change slightly.



General Considerations

- Hand hygiene remains essential after handling any item. This may be done with alcohol-based hand rub (at least 70% alcohol) or soap and water.
- Individuals are encouraged to bring their own mask or face covering.
- Hand sanitizer and disinfecting products must be available within the donation area and taken or stored when volunteers leave.
- Whenever possible, have the donor place the item(s) into the collection area to decrease handling and ensure physical distancing. Signage for contactless drop off is encouraged.
- Ensure hand hygiene guidelines are followed after handling cash and gift cards.
- Donations which are new and recently purchased are strongly recommended.
- Items that are donated in their original packaging are preferred.
- All items that can be safely cleaned and disinfected, must be cleaned and disinfected.

Storage

- All collected items shall be stored and remain untouched, in an isolated area away from public exposure, for a **minimum** of 72 hours.
- A new bin (labelled with date) is encouraged for each day of collection. This will help ensure 72 hours of decontamination recommendations are met. Following completion of the allotted decontamination timeframe, items can be stored together prior to distribution.

During Distribution

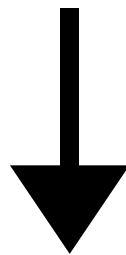
- Items should be transported in the trunk or cargo area of vehicles, whenever possible.
- Masks/face coverings are required during hand-off.

Please ensure volunteers have reviewed and follow [COVID-19 Fact Sheet: Safe Operating Requirements for Volunteers and Volunteer Coordinators](#).

Current as of October 2020

CONTACTLESS DROP OFF

**PLEASE PLACE DONATED ITEMS
IN THE DESIGNATED AREA**



We thank you for your cooperation in ensuring the health and safety of our volunteers and clients.



Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"