



NORTHERN PASSENGER TRANSPORT NETWORK VOLUNTEER NEWSLETTER

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Volunteers Working Document Procedure Protocol as passed by WH@S Coordinator COVID-19 Update 4 April

1. Personal Hygiene is of the utmost importance for everyone. Use soap and water and washing hands thoroughly for 20 seconds regularly throughout the day.
2. Use Gel on your hands each time volunteers enter the vehicle.
3. Use the Multi-purpose surface disinfecting wipes available each vehicle to be used by volunteers every time they enter and exit the vehicle. Making sure that where the client sits is also wipe down and include door handles, dash, middle console, steering wheel, glove box, gear stick and all other surfaces that may be touched. Rubbish bags in each vehicle for disposal of used wipes.
4. Ask all clients to use the disinfecting wipes or gel provided every time they enter the vehicle. (if five stops then five wipes or gel)
5. Insist that clients sit in the back seat on the passenger side of the car.
6. Offer a small packets of tissues which are available in the car and include a zip lock bag for disposal of tissues, ask the client to take with them when leaving the vehicle.
7. Drivers are not to enter a hospital or medical centres to reduce contamination.
8. Drivers to take their lunch on long trips to stop the need for any access to go into café's or shops to purchase items. Drivers to find an outdoor location for meal breaks to avoid eating in vehicles.
9. Drivers not to handle money. Give client an envelope and ask them to put it in the envelope and leave it on the back seat when leaving the vehicle. A receipt to be given for all monies received. Envelope to be wiped down with wipes when retrieved.
10. Wipes to be used when using petrol pumps when refuelling.
11. Use sanitising spray on seat and carpets at the end of each trip.
12. Rubbish bags with used wipes or removed from vehicle at the end of each trip.
13. As volunteers you have a choice to say no!
14. Let the office staff know when cleaning / sterilising items are getting low.

Volunteer Meetings

Due to the COVID-19 Virus there will be no face to face volunteer meetings until further notice.

Message from the Department of Human Services (DHS)

At this stage the DHS considers transport to be an essential service and would like volunteer transport to continue to operate.