

Community Donations Program Pickup Guidelines

The Community Donations Program is ramping up operations. Appropriate surplus government items are once again being posted on communitydonations.ca for transfer to government ministries and for donation to approved Community Based Organizations.

Due to the COVID-19 pandemic, we have changed how we are operating. Please be aware of new measures affecting item pickup, outlined below:

- Once a donor has received the notification that their item(s) has been claimed, they should contact the recipient(s) to confirm the scheduled pickup date(s) and time(s). During this conversation, the donor will walk the recipient(s) through the [COVID-19 Screening Checklist](#).
 - If the recipient(s) has answered "**no**" to **all** of the screening questions, they have passed the screening and will be permitted to pick up the item at the scheduled time.
 - If the recipient(s) has answered "**yes**" to **any** of the screening questions, or refuse to answer, they will not be permitted to pick up the item. Pickup will need to be rescheduled to a future date when the recipient can answer "no" to all of the screening questions.
- Donors should ensure they remind the recipient(s) that they are responsible to bring all equipment and personnel needed to pick up the item, as the donor will not be assisting with loading items, in order to maintain appropriate physical distancing.
- On the day of the scheduled pickup, if possible, donors should have their item(s) in an entrance area or curbside ready and establish a pickup location/area with the recipient(s).
- **If the donor has more than one posting that has been claimed, they should ensure they schedule pickup dates and times far enough apart to avoid recipients arriving at the pickup location at the same time.**
- Donors should have the items clearly marked for pickup. It is preferable to not have the recipient enter the building if possible.
- When the recipient(s) arrives, all individuals should maintain a two-meter distance.
- If the recipient(s) does need to enter the building and/or [use an elevator](#), the donor should ensure there is sufficient space to allow for proper physical distancing of two meters and that there are as few employees in the area of pickup as possible.
- Once the recipient(s) has completed the pickup of this item, the donor should confirm pickup by printing the "Community Donations Award Notification" email, signing/dating in the designated area at the bottom of the email, and retaining the slip for their records. **The recipient no longer needs to sign this document.**
- Throughout this pickup process, the donor and recipient should ensure:
 - Physical distancing is observed at all times, with a minimum of two metres between individuals.
 - Employees must minimize contact with the recipient(s) at the pickup location. Contactless pickup procedures should be used where possible.

- For cleaning and disinfecting procedures after pickup, donors should refer to page 16 of the [Re-Open Saskatchewan Plan: Environmental Cleaning and Disinfection Guidelines](#).
- The donor should consider rearranging the pickup area to ensure physical distancing can be maintained, and posting directional signs indicating pickup area and protocols. [Directional COVID-19-related building and elevator signage](#) including blank fillable sign templates can be found on the [Taskroom](#) website.

Employees can find general [public health resources about COVID-19 for government employees](#) on the Taskroom website.

For questions, please email help@communitydonations.ca.