 **Information for Volunteers**

**Keeping our Face to Face Services Covid Secure August 2021**

We are so pleased to be able to return to providing services where we can meet face to face. However it is not without its risks, but we hope that, by everyone adhering to the following procedures, we will all be safe. Keeping safe - this is our priority. We plan to review these procedures from time to time as the Covid infection rates change.

1. Vaccinations and Tests
   1. It is an OPAL Policy that everyone (whoever they are) can only come to or help at a face to face service if they have had 2 Covid jabs more than 2 weeks before the event, unless they are medically exempt. This applies to both indoor and outdoor events.

1.2 People under 18 who have not been double vaccinated more than 2 weeks ago, can only attend if the service is held outdoors.

1.3 We ask that all volunteers (and staff) take Covid Lateral Flow tests either twice a week on a regular basis, or the day before or in the morning before attending a service. You are exempt from testing if you have recovered from Covid within the last 90 days. You can get a free home testing kit from your local chemists.

2. Track and Trace Information

2.1 Before you enter the venue you will be asked the following questions:-

1. Have you had any **cold,** **runny nose**, **headache**, **Covid, or flu like symptoms** in the last 10 days?
2. Have you received a positive Covid test result in the last 10 days?
3. Has anyone you live with or are in a social bubble with, in the last 10 days,
4. had cold, runny nose, Covid etc. symptoms ?
5. taken a Lateral Flow or PCR test and it was positive ?
6. Have you been asked to socially isolate in the last 10 days ?

If you answer yes to any of the above, we are sorry but we will ask you to go home.

2.2 Following Track and Trace procedures, we will be recording the names and contact details of everyone who comes to the service, even if they only pop in for a short time.

2.3 In the event of you having a cold, a runny nose, Covid etc. symptoms or a positive Covid test within 2 – 4 days after attending the service, please let your Organiser know immediately.

2.4 If someone has a positive test within 2 – 4 days after attending a service, your Organiser will let you and all other attendees know.

You will be asked:-

1. to take a Lateral Flow test if you have no Covid symptoms
2. to take a PCR test if you have Covid like symptoms. (To book a test either call 119 or go to [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test).

Please let your Organiser know your results.

1. At the Venue

2.1 Everyone (inc. staff and volunteers) will have their temperature taken before going into the venue (both for indoor and outdoor events) and to be asked to go home if they have a temperature. Temperatures will be recorded on the day sheet and instances involving people going home will be recorded on an Accident and Incident Form.

2.2 Everyone is asked to sanitise their hands before they enter the venue.

2.3 Everyone is expected to wear a mask at indoor venues (unless exempt or except when sitting down 1m away from others) when moving around the premises,

e.g. when entering the building

when going to the toilet

by volunteers when serving refreshments

whenever people need to get close to each other.

At outdoor venues, staff and volunteers need only wear masks when serving refreshments and whenever people need to get close to each other.

2.5 Before an indoor session starts, please open the windows and doors to get good cross ventilation in each of the rooms and areas we use and keep these open until after the event has finished.

2.6 Please can you help sanitise all touch points (e.g. door knobs, chairs, tables, taps) before we open and after we close. At your venue there will be a list of these touch points.

2.6 At both indoor and outdoor venues, set out the chairs at least 1m apart (arm to arm) and in an arc so that people are not facing each other. This may limit the number of people (volunteers and members) who can attend.

2.7 Please follow any one-way systems that are in place at the venue.

Where there are corridors with no external ventilation, limit the numbers of people walking down them to say 3 or 4 people at a time and keep 2m apart. Make sure that people do not pass each other in the corridor.

Only one person at a time may use a lift (e.g. at Craddock Court). They must wear a mask and be able to operate the lift on their own. Before and after each time the lift is used, all touch points must be sanitised.

The number of people who can visit the toilets at the same time will vary from venue to venue. Your Organiser will let you know the number.

2.8 You can “lend an arm”; help people out of chairs etc. provided both of you are wearing masks, and you sanitise your hands before and after offering assistance, or you can wear single use gloves. Assistance should be offered for as short a time and with as little contact as possible, and if possible without facing each other.

1. Activities

3.1 Our choice of activities has become more limited. Please avoid ones where the same items are touched by several people (e.g. in playing dominoes) unless the items can be sanitised before passing to or being touched by another person.

3.2 There should be no sharing of items e.g. rugs, cushions, pens, unless sanitised before passing to another person.

* 1. In any activity singing and shouting should be avoided, though people can sing quietly wearing a mask.
  2. Avoid activities that require people to sit face to face, unless they are sat well over 2m apart.

1. Food and Refreshments

4.1 Before you start serving any drinks and refreshments, please put on your mask and wash or sanitised your hands.

4.2 Please serve people where they are sitting, and this may even include putting sugar in their tea/coffee. Please give the person the cake or biscuits they want and do not put a plate of biscuits/cakes on the table for people to help themselves.

4.2 We are limiting ourselves to providing shop bought pre-wrapped food, such as cakes and biscuits.

1. Transport

If you are a volunteer driver, please read the information in “Guidance for Volunteers Offering Lifts”.

1. Covid Symptoms

Covid symptoms may vary depending on whether you have been vaccinated or not.

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Thank you very much for helping us provide a Covid secure service. We greatly appreciate your help. I know there’s lots to take in and new systems to follow. However I hope with time they will become second nature to us all as we learn to live with Covid.

Gill Clough

5th August 2021