

# Steyning Downland Scheme

## COVID-19: Guidance for Volunteers

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for work, and voluntary or charitable services

### INTRODUCTION

1. This note is for all volunteers who are doing organized volunteer activities for the Steyning Downland Scheme, while COVID-19 restrictions are in place. All volunteers are responsible for following them, to ensure our activities are COVID-19 Secure. It will be updated as Government guidance changes. This version is based on:

- Coronavirus outbreak FAQs: what you can and can't do. Updated 9 September 2020
- Coronavirus (COVID-19): Meeting with others safely (social distancing). Last updated 9 September 2020

2. Please read this note, together with the Risk Assessment for a particular task.

3. If you have any doubt about your fitness to volunteer, or the contents of this note, please first call the task leader or Matthew on 07763 206030.

## **ATTENDING SDS VOLUNTEER DAYS**

4. Only attend a task day if you feel comfortable doing so – please do not feel that you are under any obligation.

5. Ideally you should arrive at the meeting location by walking or cycling. If you have to share a car with someone outside your household, please follow the guidance set out in paragraph 2.5 of the relevant Government guidance (1). You should also avoid using public transport if you can, but if you travel to us by bus or train you will need to wear a face covering.

6. Please do not attend a task day if:

A: You live alone and have had symptoms of COVID-19, however mild, within the previous 7 days.

B: You live with others and anyone at your home has had COVID-19 symptoms within the previous 14 days. COVID-19 symptoms are:

- a cough,
- and/or high temperature,
- and/or loss of, or change in, your normal sense of smell or taste.

## **ORGANISATION OF WORKING PARTIES**

7. To avoid handling shared paperwork on the day, please make sure you reply by email in advance to the invitation from the task leader. If you plan to attend, please confirm your attendance, your acceptance of the task Risk Assessment and this guidance.

## **MINIMISING THE RISK OF TRANSMISSION DURING TASKS**

8. Please bring your own hand sanitiser and use it before, after and during a task (for example after opening a gate).

(1) Please see <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

9. Do not share tools and normal PPE (e.g. leather gloves). Ideally please bring your own PPE.
10. The task leader will make tools and PPE available for collection in place where social distancing can be easily achieved. Gloves will be used for this to help prevent cross-contamination. Each volunteer will need to collect their equipment one at a time, and replace the same equipment that they use at the end of the task.
11. Aim to keep two metres away from other team members and other members of the public at all times, or one metre, if this is essential to complete a particular task. Keep all close contact as brief as possible.
12. Stay side-to-side rather than facing someone while working.
13. Make sure that you bring your own cup, drink and food for breaks. No kettles, drink or food can be shared.

## **AFTER TASKS**

14. Remember to apply your hand sanitiser after you drop off tools at the Gateway and wash your hands thoroughly when you return home.
15. You are advised to wash your clothes when home, because the virus can be spread from clothing.

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