

Coronavirus: a checklist for Volunteers, Staff and Participants



Preparing for the activity/session:

- minimise contact with individuals who are unwell by ensuring that staff/volunteers who have coronavirus symptoms, or who have someone in their house who does, do not attend until 14 days after the symptoms have passed

Travelling to/from the location of activity/session:

- walk or cycle to location if possible, but if you must use a car, then go solo in the vehicle or with someone from your household. You must use a facemask if using public transport

Whilst undertaking the session:

- ensure you keep a minimum of 2m apart from other staff/volunteers/participants
- clean hands more often than usual: everyone should wash their hands thoroughly for 20 seconds using running water then dry them thoroughly, or use alcohol or a hand rub or sanitiser, ensuring all parts of the hand are covered
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- consider wearing face masks where applicable
- clean frequently touched surfaces often, using appropriate products
- use own tools/bikes, and don't share throughout the session if possible
- minimise contact where possible by keeping in small groups of no larger than six for face-to-face support sessions
- keep those groups as consistent as possible when undertaking those activities
- take your own water bottle to keep hydrated and do not share it
- if you must take food, take what you need for the day for yourself and do not share it
- use your own utensils and vessels

After the session has finished:

- use the same travel advice as above
- if you begin to feel ill, contact your line manager, Volunteer Coordinator or Coronavirus officer asap and then look on the NHS website for the next steps

Please use common sense and only undertake activities/tasks you feel comfortable doing. If you have any concerns, please contact your Volunteer Coordinator, Coronavirus Officer or line manager.