



BARROW UPON SOAR GOOD NEIGHBOUR SCHEME

GUIDELINES FOR FACE COVERINGS AND OTHER PROTECTION EQUIPMENT

G007

Volunteering & COVID-19

Due to COVID-19 there are extra steps we need to take to organise tasks safely. It's **essential** for all volunteers to consider the following questions, when deciding whether to take part in Barrow upon Soar Good Neighbour Scheme Tasks:

<p>Do you want to volunteer, and do you feel safe and comfortable doing so?</p>	<p>Volunteering is a personal choice. There will never be any obligation or pressure to volunteer or take part if you don't want to, or are not able to at this time.</p>
<p>Do you (or does someone else from your household) have COVID-19 symptoms?</p>	<p>If so, you should self-isolate for 7 days. If another person in your household has symptoms, you should self-isolate for 14 days.</p> <p>You must not take part in BGNS Tasks during this time.</p> <p>Symptoms include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste. Find out more about COVID-19, and what you should do if you have symptoms on the NHS website.</p>
<p>Are you 'clinically vulnerable'?</p>	<p>If you (or someone you live with) are at higher risk of getting seriously ill from coronavirus, you should take extra care to minimise contact with others from outside your household.</p> <p>Taking part in a BGNS Task may put you and those around you at higher risk. It may not be the right decision at this time.</p> <p>Remember – everyone over 70, and those with certain underlying health conditions are considered to be 'clinically vulnerable'. You can find more information on the NHS website.</p>

Current Government advice and guidelines must be followed at all times

<https://www.gov.uk/coronavirus>

1. Transport Tasks

a. **Face Coverings**

The Government now requires everyone to wear a face covering on public transport and the Barrow upon Soar Good Neighbour Scheme (BGNS) is asking that all drivers and passengers involved with BGNS transport tasks wear them too. Volunteer drivers may wear their own face covering; alternatively, BGNS is offering free **disposable face masks**.

Members will need to provide their own face coverings. Disposable masks for members will be provided to volunteer drivers should members not have their own. When a driving task is requested, the Telephone Co-ordinator will remind the member of this requirement. Members will also be asked whether they have any symptoms of COVID19 or have come into contact with anyone with symptoms. Masks will be available via the Telephone Co-ordinator on 07771 625 591.

Face coverings should be put on by the driver and passenger(s) before getting in the car and kept in place throughout the journey. It is also advised that the **passenger(s) sit in the rear** and to **keep windows slightly open** during the journey.

Using the face mask supplied by BGNS

- Put the mask on **BEFORE** the member enters the car (they should also be wearing their face coverings before they enter the car)
- Once your mask is fitted, and the member is in the car, try not to touch it again until it is no longer needed
- When the mask is no longer required **REMOVE IT BY ITS STRAPS** - do not touch the outside of the mask
- Place the mask, with the external surface folded inwards, in an airtight bag or container until you can dispose of it safely
- Wash your hands thoroughly

b. Cleaning of door handles and car interiors

Drivers are requested to clean their car prior to a task using wipes provided or standard cleaning products to make sure door handles and other areas that members may touch are cleaned. Hand sanitiser will also be available if requested.

c. Handling Money

For the present time money will NOT be handled by volunteer drivers.

When **drivers** have completed a driving task, the **cash slips** should be completed as follows:

- Date of the journey
- The amount due to be received from the member
- The amount due to be retained by the driver
- The amount due to be given for BGNS funds
- Members name
- Volunteer drivers name
- NO MEMBER SIGNATURE IS REQUIRED

Members will be told by the **Telephone Co-ordinator** of the cost of each task and informed that cash will not be handled by the volunteer driver. Instead costs will be handled as follows:

Cash can be placed in the envelope by the member and the envelope sealed without the driver taking their expenses. Drivers will complete the envelope as above.

Drivers will drop the envelope off as usual. The **Treasurer** will then liaise directly with each driver to arrange payment of their expenses as annotated on the envelope.

2. Befriending Home Visits

Befriending visits in members' homes can restart but must conform to government guidelines on social distancing measures and the number of people allowed inside a home from different households.

In order to comply with social distancing measures and/or personal safety measures, volunteers and/or members may be asked to wear face coverings during home visits. Volunteer befrienders may wear their own face covering; alternatively, BGNS is offering free **disposable face masks**.

Members will need to provide their own face coverings. Disposable masks for members will be provided to volunteer befrienders should members not have their own. When a home visit is requested, the Telephone Co-ordinator will remind the member of this requirement. Members will also be asked whether they have any symptoms of COVID19 or have come into contact with anyone with symptoms.

Hand sanitiser and/or wipes can be requested by volunteers for when they visit members' homes.

Volunteers must wash their hands before and after visiting a members' home.

Using the face mask supplied by BGNS

- If you are asked to wear a face covering, please put the mask on **BEFORE** the entering a members' home. They should also be wearing their face coverings before allowing you in
- Once your mask is fitted, try not to touch it again until it is no longer needed
- When the mask is no longer required **REMOVE IT BY ITS STRAPS** - do not touch the outside of the mask
- Place the mask, with the external surface folded inwards, in an airtight bag or container until you can dispose of it safely
- Wash your hands thoroughly