

Colwall Orchard Group: Safe Way of Working: SWOW12 - Volunteer Practical Working Arrangements Under Covid-19

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Review: Monthly thereafter (or in the event of Government Guidance being amended)

Next review: by 30 April 2022 or when government guidance changes.

The SWOW below may be subject to change at short notice and if in doubt please view the Government “Coronavirus: how to stay safe and help prevent the spread” website for the most current information or speak with a member of the Board.

Introduction

This SWOW document has been produced to provide details of the requirements for volunteer working arrangements during the Covid-19 pandemic.

It should be read and used in association with other SWOW documentation and risk assessments for other tasks.

COVID STILL REMAINS A RISK

General guidance

It is vitally important that volunteers follow advice about social distancing and hygiene. Any volunteer who is self-isolating because they or a household member is unwell, or they have had recent ‘contact’ with someone else who has Covid-19 or has Covid-19 symptoms MUST NOT ATTEND volunteer sessions.

The most important symptoms of Coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (Anosmia) Less common now

Also the other 5 top symptoms are:

- Runny nose
- Headache
- Fatigue (mild or severe)
- Sneezing
- Sore throat

If you have symptoms of COVID-19 however mild:

- self-isolate for at least 10 days, OR in accordance with current NHS advice, from when your symptoms started. You should arrange to have a test to see if you have COVID-19
- consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have symptoms of COVID-19

You should regard yourself as at risk if you have been in 'contact' with a person who has had a positive test result or displayed any of the symptoms for COVID-19.

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others):

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19

If you have been in "contact" with a person who has had a positive test result or displayed any of the symptoms for COVID-19,

- **self-isolate at home in accordance with current NHS advice from the date of your last contact with them.**
- **do not go to work, school, or public areas, and do not use public transport or taxis.**
- **even if you never develop symptoms, you can still be infected and pass the virus on without knowing it.**

To adhere to Government guidance which has been changing and meet our requirements volunteers must follow these rules:

1. Follow the government guidance of **Hands - Face – Space**.
2. Volunteers must not share personal protective equipment (PPE). Tools and PPE will be made available to volunteers by COG as usual. PPE must be collected and handled only by the volunteers using them and must not be shared amongst volunteers.
3. Volunteers are encouraged to wear gloves at all times when practicable.
4. COG will provide hand gel which volunteers should use before and after touching any surfaces or equipment on site. This being good practice to maintain high bio hazard defences within our Orchard areas as a general rule.
5. Toilet facilities are still available for use at Colwall Village Garden but are not available at other sites such as Lugg's Mill. There is hand sanitiser within the compost toilet building and there is a sink and soap for hand washing outside the Apple Packing Shed.
6. Volunteers should not share transport unless they are from the same household or have taken alternate measures to ensure any risk is kept to a minimum as per item 1 above.
7. The risk of spread of Covid-19 is greater in confined spaces due to the risk of significant air and surface contamination. Masks must be worn by anyone entering the Apple Packing Shed. When more than one person is in the Orchard Room the rear door and windows should be opened to increase airflow.
8. Volunteers will be provided with tasks that allow them to work, **should they wish**, independently at a safe distance from others and wherever possible will be in sight of other volunteers. Volunteers will be discouraged from lone working activities.
9. Some tasks may be more hazardous than others or may involve heavy lifting in which case it is desirable for people to work closely in pairs. On that basis, **it is advised** that only pairs of people living in the same household should undertake this work. If a heavy object needs to be carried over a short distance by people from different households then each person must wear a mask and minimise the time spent closer than 2m.
10. Volunteers should bring their own face coverings and must wear these when working in close proximity to others in enclosed areas.

ALL OF THE ABOVE may well depend on the current Alert Level/Requirements set by the Government and can change at short notice.

The most current regulations can be viewed here:

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

These regulations and advice are constantly evolving in the light of more knowledge, experience and the ever changing virus mutations. As such the above may be subject to change at short notice and if in doubt please view the above Government website for the most current information or speak with a Board Member.