

## **WOODFORD HALSE GOOD NEIGHBOUR SCHEME –**

### **CORONAVIRUS POLICY**

<b>1. NAME</b>  <i>Whose policy</i>	<b>Woodford Halse Good Neighbour Scheme,</b> hereafter called “the Scheme”
<b>2. INTENTION</b>  <i>Why</i>	<p>The Scheme has been set up to aid, include and support all in our community.</p> <p>We want to be conscious of ways to minimise risk to the Coronavirus for both our Volunteers, Members who use the scheme and the public. In these extreme times measures need to be put in place which actively seek to remove any barriers to that participation.</p>
<b>3. STATEMENT</b>  <i>What we will do</i>	<p>The Scheme will provide essential support only during the CoVid19 outbreak, the proposed usual practices of Woodford Halse Good Neighbours Scheme have been amended and during this time only essential support will be offered by our volunteers, who will follow the most up to date CoVid19 protocols and Risk Assessment of the Scheme.</p> <p>Essential Support:</p> <ul style="list-style-type: none"><li>- Prescription Collection</li><li>- Companionship</li><li>- Shopping</li><li>- Posting letters</li></ul> <p>This policy should be read in conjunction with our other policies, in particular Volunteer Protocol during Coronavirus, Risk Assessment, H&amp;S, Safeguarding, DBS, Lone Working.</p>
<b>4 ACTIONS</b>	<ul style="list-style-type: none"><li>• WHGNS issue a Volunteer Protocol which the volunteers will follow strictly</li></ul>

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	<p><i>How we will do this</i></p>	<ul style="list-style-type: none"><li>• WHGNS will follow all mitigating measures during essential new volunteer join up meetings. These will be:<ul style="list-style-type: none"><li>- Hand washing on arrival and departure</li><li>- Max of 8 attendees for a maximum of 15 mins, each maintaining distance of 2 meters at all times</li><li>- Documents will be left on sanitised tables for Volunteers to refer to and sign</li><li>- Volunteers will bring their own pens to use and will bring minimal belongings into the room</li><li>- 2 Committee members will be in attendance of meeting and will remain 2 meters away from all Volunteers</li><li>- Agreement of non-attendance of potential volunteers if they know they may be at risk of exposing others to CoVid19</li></ul></li><li>• WHGNS will offer online training for new Volunteers rather than face to face meetings. If any volunteers are unable to train online, all mitigating measures will be put in place as per volunteer join up and decided on a case by case basis</li><li>• The Committee will continuously review this guidance and update as necessary</li><li>• Principles – social distancing &amp; minimal handling of items</li><li>• No Protocol can be 100% guaranteed to prevent infection, and volunteers understand this</li><li>• Volunteers must not be available to help people if they have been exposed to a person with the sickness or are displaying symptoms themselves for a minimum of 7 days after the <b><i>last person in their household</i></b> has recovered from the virus.</li></ul>
5.	<p><b>EXCEPTIONS</b></p> <p><i>When can't we help</i></p>	<p>The Scheme is not qualified as medical professionals, or mental health support workers. However, if in doubt, do ask if we can help.</p>

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		<p>Volunteers must not be available to help people if they have been exposed to a person with the sickness or are displaying symptoms themselves for a minimum of 7 days after the <b><i>last person in their household</i></b> has recovered from the virus. If all volunteers are unable to assist</p> <p>Where assistance cannot be provided due to an updated Risk Assessment, Government guidelines or all Volunteers being unavailable (self-Isolating/contracted CoVid19), the Woodford Halse Good Neighbour Scheme will signpost the user to further support.</p> <p>Revision of CoVid19 protocol and existing risk assessments will be conducted throughout this outbreak to ensure assignments can continue to be undertaken safely by the correctly trained volunteer.</p>
5.	<b>FEEDBACK</b>  <i>If you notice some way we can improve...</i>	<p>The Scheme is continuously open to feedback from volunteers, users and the village community. If you notice an obstacle, please help us by letting us know. If you have a recommendation for action, again, please pass it on:</p> <p style="text-align: right;">admin@whgoodneighbours.com</p>
6.	<b>REVIEW</b>  <i>When we will look at this policy again</i>	<p>The policy will be reviewed alongside any updated Government procedures and guidelines, or as necessary from feedback received, by the Management Committee.</p>

**We certify that this is the Coronavirus Policy of the Woodford Halse Good Neighbour Scheme which was adopted at a meeting held on:**

Date:

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Chairperson:

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Secretary:

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