

AYA Coronavirus Safety Guidelines for Volunteers

Aylesbury Youth Action's office re-opened on 7th September 2020. All project activities will continue on a remote basis and face to face activities will be phased in gradually over the Autumn Term. When you sign up to a project you will be asked to attend a project specific induction before commencing with sessions.

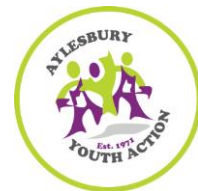
Once face to face activities commence all volunteers must follow the procedures below in line with the government guidelines. As a general rule, please ensure that you wash your hands regularly, wear a face mask at all times whilst on a project, in the AYA office and by extension the QPC or on site at a project location. Respecting the 2 metre social distancing rule at all times, unless specifically told otherwise as part of the on site project safety procedures. You will be able to wear your own face mask, unless asked to wear a disposable one as part of a community organisations Coronavirus procedures. If you do not have a face mask then a disposable one will be provided for you.

At the beginning of each session:

1. **FACE MASK** - You will be asked to wear a face mask as you enter the project site and be provided with a disposable one if you haven't brought one.
 2. **HAND SANITISER** - You will need to use hand sanitiser when entering the building and again when instructed to do so through the session.
 3. **SOCIALLY DISTANCE** – Ensure that you respect others personal space by staying 2 metres away from each other.
- **AT PROJECT LOCATION** - Please note that it is important that you follow the procedures required at the project site and failure to do so will result in the volunteer in question being asked to leave.
 - **ADDITIONAL PPE EQUIPMENT** - You may be asked to wear additional safety PPE equipment, such as a face shield, disposable apron and gloves. All of which will be provided for you either by the organisation hosting the project or by the AYA Project Leader.

At the end of each session:

1. You will be asked to remove any safety PPE equipment and to leave it with the organisation hosting the project to dispose of safely.
2. If you have your own face mask please ensure you take this home with you, but please remember to wash it after that days use. If you have been supplied with a disposable face mask as you didn't bring your own that day, please remove with the PPE equipment or wear home and dispose of in your wheelie bin.
3. You will need to use hand sanitiser again as you leave the building.
4. You will then be debriefed by the AYA Project Leader and cleared to return home as appropriate.



Frequently Asked Questions

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

What happens if a volunteer shows symptoms of Covid19 on a project?

The Project Leader needs to be informed, who will then arrange for the ill volunteer to be collected by a family member and will need to self-isolate for 14 days before they will be allowed back on a project. If they test positive during this period, then they will need to follow the procedures explained to them by the government Covid Test n Trace Team.

What happens if a volunteer tests positive for covid19 who has been attending projects?

AYA will shut down the project in question and all attendees will be asked to self-isolate for 14 days before they can return to project sessions. You will be asked to take a Covid19 Test if you show symptoms of Covid19.

What happens if a volunteer is physically ill, collapses or vomits whilst on a project?

Inform the Project Leader on site, who will then make arrangements for the volunteer to be collected from the project and work with the staff on site as appropriate to clean up. Remaining volunteers must not assist with the clean-up, as contaminated materials will be treated as a hazardous waste and disposed of appropriately.

What happens if a volunteer feels ill before a project session starts?

If you feel ill at any point before the project session begins, please contact the Project Leader to cancel, stating the reason. Please self isolate if you test positive for Covid19 and follow the procedures given to you by the Test n Trace team.

What if a member of my family tests positive for Covid19?

Please self isolate for 14 days as per the government guidelines and cancel any project sessions you have registered with.

Test n Trace

Please note that your basic contact details will need to be shared with the governments Test & Trace system should there be a Covid19 incident at a project that you have attended.

If you have any other questions please contact the AYA office on:

01296 421149

volunteer@aylesburyyouthaction.co.uk

or contact the relevant Project Leader of the activities you have registered with.



Sept 2020