



Keeping Our Workplace COVID-19 Secure: Guidelines for Volunteers

Refers to: Offices, Shops and Residential Buildings

Dear Volunteer,

WELCOME BACK!

As part of our procedures to ensure our Community is COVID-19 secure, we kindly ask you to **read this guidance sheet** before we welcome you back on site. You can find further information by reading our [risk assessments](#), Covid-19 procedures (see noticeboards) or asking Emmaus staff. Thank you for your cooperation!

What we ask you to do:

- **Stay at home, self-isolate and notify your manager/volunteer coordinator if:**
 - you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
 - you've tested positive for coronavirus
 - you live with someone who has symptoms or has tested positive
 - someone in your support bubble has symptoms or has tested positive
 - you're told by NHS Test and Trace that you've been in contact with a person with coronavirus
- Wear a face covering while in any of our buildings, especially where a distance of 2 metres cannot be kept. Please bring your own face covering. Face coverings can be provided on request.

- Keep a distance of 2 metres to others where possible
- Make use of hand sanitiser and/or hand washing facilities provided
- Sign in and out (in Reception), ideally using your own pen
- Bring your volunteer badge & wear it while on the premises
- Move swiftly through corridors and shared spaces and reduce the number of trips through narrow corridors as much as possible
- Bring your own mug/water bottle and plate/cutlery if you're joining us for lunch; opt for sandwiches rather than the buffet to avoid touching frequently used utensils and keep your time in the dining room to a minimum; avoid using the dining room to eat and consider other, less frequented spaces, especially outside
- Avoid sharing equipment, tools and other items with others or use gloves

In an emergency, such as an accident, a fire or when providing first aid, you do not have to adhere to social distancing if it would be unsafe.

What we provide:

- A dedicated space for volunteers in Reception where you can sign in, use the lockers, etc., while keeping a distance from others. Hand sanitiser, gloves and cleaning agents are provided for your use.
- Hand sanitiser at the entrance, in offices and other shared spaces
- Disposable gloves in offices and other shared spaces
- Face coverings on request only. Please bring your own if you can.
- Dedicated QR codes for our main buildings, so NHS Covid-19 App users can register