

# COVID-19



## Response to Any Infection: Volunteer Guidance

On the 2 July 2020 government set out a list of 9 actions that becomes the system of controls to help reduce the risk in settings.

Those 9 actions are:

### Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or those who have someone in their household who has coronavirus symptoms, do not attend volunteer sessions and follow the national Stay at Home guidance.
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces/tools/equipment using standard products, such as detergents
5. Minimise contact between groups where possible
6. Where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all settings, all the time. Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances. Number 6 applies in all specific circumstances.

### Response to any infection:

7. Engage with the NHS Track and Trace process
  8. Manage confirmed cases of coronavirus (COVID-19) amongst the volunteer groups
  9. Contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

<p><b>Response to infection</b></p> <p>1. Test and trace</p>	<p>In order for the Trust to follow the NHS Test and Trace process we ask that all volunteers understand that they will need to be ready and willing to: Book a test if they are displaying symptoms. Staff and volunteers must not attend any volunteer sessions if they have symptoms and must be sent home to self-isolate if they develop them during a volunteer session.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide details of any staff or volunteers they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</li><li><input type="checkbox"/> Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</li><li><input type="checkbox"/> If you test positive for COVID 19 within a week of attending a volunteer session, please inform people you have been in contact with as soon as possible. If you are contacted by the Test &amp; Trace service, please inform them that you have attended a volunteer day by Surrey Wildlife Trust and give them the following contact details – Claire Courtier, Mobile: 07891 514575, Email: Claire.courtier@surreywt.org.uk</li></ul> <p>Everyone who registers for a volunteer session will have entrusted their information to Surrey Wildlife Trust under our data protection policy.</p> <p>Upon registering for a volunteer session you will be asked if you are willing to submit your data to the government Track and Trace service so that in the event of someone attending the event testing positive for Covid-19, the service will be able to request your data from Surrey Wildlife Trust. For this purpose only, your data (name, email and phone number only) will be kept for 21 days after the event in accordance with the government guidelines. After 21 days Test and Trace will not be able to request your data.</p> <p>If do not want your details shared for the purposes of NHS Test and Trace, you can choose to opt out. In this case Surrey Wildlife Trust will not share your information used for booking purposes with NHS Test and Trace.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which include anyone involved in education or childcare, have priority access to testing.</p> <p>The Trust asks volunteers and staff to inform them immediately of the results of the test:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</li><li><input type="checkbox"/> If someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to volunteering only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li></ul>
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<p><b>Response to infection</b></p> <p>2. Managing confirmed COVID-19 cases</p>	<p>Surrey Wildlife Trust will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>The Trust will contact the local health protection team. This team will also contact SWT directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended volunteering- as identified by NHS Test and Trace.</p> <p>The local health protection team will work with the Trust to carry out a rapid risk assessment to confirm if anyone has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The Trust will carry out any advice given to them by the local health protection team. The health protection team will work with SWT in this situation to guide them through the actions they need to take.</p> <p>If someone becomes unwell; as long as social distancing of 2 metres has been maintained, there will be no need for the group of volunteers to be closed down or for all participants to self-isolate; if a volunteer or staff member is confirmed as having Covid-19, the track and trace facility will identify if anyone is required to isolate but this would only be in the 1 metre + requirement was broken for over 15 minutes or there was very close personal contact due to the administration of first aid.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li><input type="checkbox"/> proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual</li> <li><input type="checkbox"/> travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>To support the health protection team, the Trust will keep a record of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> all volunteers that have attended volunteering sessions and staff</li> <li><input type="checkbox"/> any close contact that takes places between volunteers and staff</li> </ul> <p>A template letter will be provided to SWT, on the advice of the health protection team, to send to volunteers and staff if needed. SWT will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>If someone within a volunteer group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days</li> <li><input type="checkbox"/> If the test result is positive, they should inform SWT immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li><input type="checkbox"/> SWT will not request evidence of negative test results or other medical evidence before welcoming them back after a period of self-isolation.</li> </ul>
<p><b>Response to infection</b></p> <p>3. Contain any outbreaks</p>	<p>If the Trust has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, SWT may have an outbreak, and will contact the local health protection team who will be able to advise if additional action is required.</p> <p>SWT will follow local health protection advice. In some cases, health protection teams may recommend that a larger number of other volunteers self-isolate at home as a precautionary measure – perhaps the whole site or a group.</p>

**ENDS**

