



### **Covid19 - Response to any infection (Volunteering)**

On the 2 July 2020 government set out a list of 9 actions that became 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, do not attend volunteer sessions and follow the national guidance
- 2) Clean hands thoroughly and frequently
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Maintain 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 Test 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.*

## Response to infection

### 1. Test and trace

- 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 if they develop them during a volunteer session.
  - 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.
  - Try to stay at home and avoid contact with other people for 5 days if they have a positive COVID-19 test result.
  - If they test positive for COVID 19 within a week of attending a volunteer session, please inform people they have been in contact with as soon as possible. If they are contacted by the Test & Trace service, please inform them about attending a volunteer day by Surrey Wildlife Trust and give them the following contact details – Claire Courtier, Mobile: 07891 514575, Email: [volunteers@surreywt.org.uk](mailto:volunteers@surreywt.org.uk)
- Everyone who registers for a volunteer session will have entrusted their information to Surrey Wildlife Trust under our data protection policy.
- Upon registering for a volunteer session they will be informed that if required, data will be submitted to the government Test 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 their data from Surrey Wildlife Trust. For this purpose only, 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 data.
- 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.



	<ul style="list-style-type: none"><li>• The Trust asks volunteers and staff to inform them immediately of the results of the test:<ul style="list-style-type: none"><li>○ If someone tests positive, From 1 April, anyone with a positive COVID-19 test result will be advised to try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. We ask volunteers and staff not to attend volunteer sessions.</li><li>○ If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they do not need to stay at home. 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.</li></ul></li></ul>
<p><b>Response to infection</b></p> <p>2. Managing confirmed COVID-19 cases</p>	<ul style="list-style-type: none"><li>• Surrey Wildlife Trust will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</li><li>• 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.</li><li>• 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.</li><li>• If a volunteer or staff member is confirmed as having Covid-19, the Test and Trace facility will identify if anyone has been in close contact, 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.</li><li>• Close contact means:</li></ul>

	<ul style="list-style-type: none"> <li>○ 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>○ proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> <li>● To support the health protection team, the Trust will keep a record of:             <ul style="list-style-type: none"> <li>○ all volunteers that have attended volunteering sessions and staff</li> <li>○ any close contact that takes places between volunteers and staff</li> </ul> </li> <li>● 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.</li> </ul>
<p><b>Response to infection</b></p> <p>3. Contain any outbreaks</p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● SWT will follow local health protection advice. In some cases, health protection teams may recommend that a larger number of other volunteers to try and stay at home as a precautionary measure – perhaps the whole site or a group.</li> </ul>