

ALTRU FUNDRAISING - COVID-19 GUIDELINES AND SOCIAL DISTANCING POLICY FOR D2D FUNDRAISING

1. TRAVELLING TO THE OFFICE

IF YOU ARE FEELING UNWELL OR DISPLAYING ANY SYMPTOMS, YOU MUST ALERT YOUR MANAGER IMMEDIATELY.

IF USING PUBLIC TRANSPORT, YOU MUST WEAR AN APPROPRIATE FACE COVERING AND ADHERE TO SOCIAL DISTANCING.

TRAVEL IN YOUR OWN CLOTHES, KEEPING YOUR CLEAN UNIFORM IN A SEALED BAG. BEFORE ENTERING THE OFFICE, YOU MUST HAVE YOUR TEMPERATURE TAKEN BY THE OFFICE MANAGER.

WASH YOUR HANDS UPON ENTERING THE OFFICE.

2. DURING OFFICE BASED TRAINING SESSIONS

ADHERE TO SOCIAL DISTANCING AND WASH/SANITISE YOUR HANDS REGULARLY.

ONLY USE PENS AND PAPER PROVIDED BY THE OFFICE.

3. TRAVELLING TO THE ALLOCATED TERRITORY

IF TRAVELLING BY CAR, REDUCE MAXIMUM OCCUPANCY IN VEHICLE TO 2 PERSONS, THE DRIVER AND ONE PERSON SEATED IN THE BACK.

IF USING PUBLIC TRANSPORT, YOU MUST WEAR AN APPROPRIATE FACE COVERING AND ADHERE TO SOCIAL DISTANCING.

MAKE SURE THAT YOU ARE STAYING WITHIN YOUR COVID TIERS. I.E NEVER TRAVEL TO A TIER 3 LOCATION IF YOUR EXSISTING LOCATION IS WITHIN A TIER 1 OR 2 AND VICE VERSA.

4. AT THE DOOR

ALWAYS STEP BACK FROM THE DOOR AFTER KNOCKING

ALWAYS MAINTAIN THE 1 METRE PLUS / 2 METRE SAFE DISTANCE FROM THE DOOR

ONLY 1 FUNDRAISER AT THE DOOR AT ALL TIMES

DO NOT ENTER A RESIDENTS PROPERTY EVEN IF INVITED IN

DO NOT ENGAGE WITH POTENTIAL SUPPORTERS FOR LONGER THAN 15 MINUTES

ENSURE YOU ARE WEARING YOUR CHARITY BRANDED VISOR AND MAINTAINING SOCIAL DISTANCING DURING EACH INTERACTION.

SANITISE YOUR HANDS BEFORE AND AFTER EACH INTERACTION.

5. GENERAL HEALTH

COUGH OR SNEEZE INTO A TISSUE OR INTO YOUR ELBOW.

DISPOSE OF USED TISSUES IN NEARBY BINS.

WASH/SANITISE YOUR HANDS FREQUENTLY THROUGHOUT THE DAY.

KEEP A 2 METRE DISTANCE FROM OTHER FUNDRAISERS AND SUPPORTERS AT ALL TIMES.

IF YOU ARE FEELING UNWELL OR DISPLAYING ANY SYMPTOMS, YOU MUST ALERT YOUR MANAGER IMMEDIATELY.

6. AFTER YOUR SHIFT

CHANGE BACK INTO YOUR NORMAL CLOTHES AND PUT YOUR UNIFORM IN A SEALED BAG.

AT HOME, WASH YOUR UNIFORM AND SANITISE YOUR TABLET.

THROW AWAY YOUR DISPOSABLE MASK.