

ALTRU FUNDRAISING - COVID-19 GUIDELINES AND SOCIAL DISTANCING POLICY FOR PRIVATE SITE 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 SITE

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. SETTING UP THE STAND

CHANGE INTO YOUR CLEAN UNIFORM ONSITE IF POSSIBLE.

POSITION FUNDRAISERS SIDE BY SIDE WITH THE STAND BETWEEN IF POSSIBLE.

USE FLOOR TAPE TO MARK OUT 2 METRE DISTANCES.

ENSURE YOU ARE WEARING YOUR CHARITY BRANDED VISOR AND MAINTAINING SOCIAL DISTANCING DURING EACH INTERACTION. IF SOCIAL DISTANCING IS NOT FEASIBLE YOU MUST USE THE COVID-19 STAND GUARD PROVIDED.

SANITISE YOUR HANDS BEFORE AND AFTER EACH INTERACTION.

STAGGER SHIFTS AND BREAK TIMES.

AVOID UNNECESSARY MOVEMENT AROUND THE STORE.

BRING A READY PACKED MEAL/DRINK IF POSSIBLE, TO AVOID FOOD OUTLETS.

5. GENERAL HEALTH

COUGH OR SNEEZE INTO A TISSUE OR INTO YOUR ELBOW.

DISPOSE OF USED TISSUES IN THE BIN PROVIDED AND WASH YOUR HANDS.

WASH/SANITISE YOUR HANDS FREQUENTLY THROUGHOUT THE DAY.

KEEP A 2 METRE DISTANCE FROM OTHER FUNDRAISERS AND CUSTOMERS 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.