

LONGNIDDRY COMMUNITY CARE  
Health and Safety Guidance, and Procedures, for Volunteers

**RISK ASSESSMENT:** The Volunteer must avoid coming in contact with the stay-at-home person. This is done by keeping a distance of two or more metres.

**DOS AND DON'TS:**

When calling at a house where someone is self-isolating:

- ✓ DO place shopping on doorstep, ring bell and stand back.
- ✓ DO stand 2 metres clear of the door.
- ✓ DO ask for the person's welfare. You may be able to pass on any problems or concerns to someone appropriate.
- ✓ DO linger to chat if resident wants to. You may be the only person that day he/she can speak to.
- ✓ DO leave shop receipts with the shopping, keeping a record of what you spent.
  
- ✗ DON'T approach the stay-at-home person, do stand at least 2 metres clear.
- ✗ DON'T enter house.
- ✗ DON'T give shopping by hand to the stay-at-home person.
- ✗ DON'T take payment in cash.
- ✗ DON'T make use of the stay-at-home person's debit, credit, or store card.
- ✗ DON'T handle anything proffered if the stay-at-home person is, or might be, infected.
  
- ✓ DO wash your own hands with soap and water, or clean them with a hand sanitizer, before and after shopping, and before and after visiting the stay-at-home person.
- ✓ DO pay for the shopping yourself. The Church will reimburse you. The Church will bill the stay-at-homes for payment.
- ✓ DO write on the receipt: "PAID FOR BY: *your name*; FOR: *Recipient; date*" before making a photographic record with your smart phone.

**CONDITIONS FOR VOLUNTEERING:**

Volunteers must fulfil ALL of the conditions below:

- ✓ You are well and have no symptoms of coronavirus (a new and continuous cough or high temperature).
- ✓ Nobody else in your household has shown symptoms.
- ✓ You are under 70.
- ✓ You are not 28 weeks pregnant or more.
- ✓ You do not have any underlying health conditions (that means you are offered the flu jab on grounds of health each year) that make you vulnerable to Coronavirus.

**SELF-ISOLATION:**

**PREVENTION OF SPREAD OF CORONAVIRUS:** If someone has, shows symptoms of, or has been in contact with another person who is or might be infected then the person stays at home to prevent others from being infected. The period of self-isolation is 7 days, 14 days, or more.

**AVOIDANCE OF CORONAVIRUS:** It is imperative that persons aged 70 or over, or with specific medical conditions, and women 28 weeks pregnant or more stay at home to avoid getting infected with coronavirus. The period of isolation could be many months.

**The same rules on DOS and DON'TS apply to both sets of people staying at home.**

The very old and frail who are incapable of getting out on their own will have their own support system with care workers and other helpers. Our scheme does not apply to them.

**GOVERNMENT GUIDANCE**

Volunteers must make themselves aware of Government advice, which changes frequently. If that advice tells you to isolate, you must self-isolate, in which case you must not participate in this Community Care volunteering scheme.

## ARRANGEMENTS

### INSURANCE COVER

Sheila Jamieson allocates jobs from the team of volunteers. If you take on the job your first step is to sign in by sending Sheila an email saying:

“Today I am a volunteer for Longniddry Community Care”, or words to that effect.

This will give you insurance cover with Zurich, the insurers for the Community Council.

### SHOPPING

1. Sheila Jamieson will give the volunteer a contact number for the Self-isolator. The volunteer will call the Self-isolator and get a note of the shopping they require. They will purchase the shopping at wherever suits them (self-isolators must be prepared for their shopping to cost more than they might have purchased for themselves).
2. Sheila will also tell the volunteers to pass their bank details on to Douglas Clarke.
3. Volunteers must get a receipt for the shopping. They must ensure the receipt contains only the shopping for the self-isolator i.e. if they are doing their own shopping at the same time they must pay for it separately.
4. The volunteer should write on the receipt their name and the name of the person receiving the shopping. They should also write the date of the shopping if it is not already on the receipt.
5. They should then make a copy of the receipt – two copies if they wish to keep a copy themselves. These copies must be in the form of a mobile-phone photograph.
6. On delivery of the shopping volunteers must not take any payment – cash, bank card or bank transfer – from the self-isolator.
7. Volunteers should include the original shopping receipt in with the shopping delivered.

### REIMBURSEMENT

1. Volunteers should send the photocopy of the receipt to Derek Easton by email.
2. Volunteers will be reimbursed once the total they are due is £20 or over. This is to limit transfers of very small amounts. Reimbursements will be for the total amount they are owed i.e. not multiples of £20. Exceptions can be made to this limit on request.
3. Derek will pass reimbursement requests to Douglas Clarke. Douglas Clarke will process them.

### TESTING

Symptomatic volunteers and their households can access testing to know whether or not they have the virus. To arrange a test go to the self-referral portal:

[www.gov.uk/apply-coronavirus-test](http://www.gov.uk/apply-coronavirus-test)

Once you have registered you will receive a text offering either an appointment at one of the testing sites in Scotland, or a home-testing kit.

### CONTACTS

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