



Volunteer Guidelines for Working through Winter

The below guidelines are the agreed way in which South Derbyshire CVS will approach the winter months in terms of seasonal increased illness and shorter daylight hours.

Please be advised that this guidance document does not replace any SDCVS policy documents.

We will review this guidance as and when needed and will use data available to us from Local Authorities, Public Health, and NHS England.

Winter Illness

This section refers to coughs, colds, flu, COVID

We **all** have a responsibility to keep ourselves clean and hygienic. Prevention is our biggest strength in reducing the spread of germs.

- Volunteer Tea at Two and other volunteer events will cease in November, until February 2024 (subject to review)
- Volunteers should ensure effective hand hygiene, using hand gel if handwashing facilities are not available.
- If you are unwell and unable to volunteer, you should notify your service coordinator as detailed in the Volunteer Handbook.
- If you have a health condition and have worries about your health, please speak with your service coordinator.
- We trust that volunteers will take sensible precautions to keep themselves, staff, and service users safe.
- Inform your service coordinator if you or anyone in your household is experiencing symptoms of COVID.

Volunteers at The Hive

- Ensure workspaces, desks and meeting rooms are cleaned after use at the Hive.
- Touch points will be sanitised by the cleaner.
- The staff and volunteer kitchen must be cleaned after use.
- The manager on site will ensure that cups and cutlery are put into the dishwasher on a regular basis.
- Please do not attend the office if you have tested positive for COVID.
- We may encourage our staff and volunteers to wear masks at the Hive should there be an increase of COVID within our workforce.
- We want everyone to feel empowered to speak to colleagues about using masks if they have concerns.
- Please alert your service coordinator if you require hand sanitiser or masks.
- We will be respectful of each other's views on the above points.



Volunteer Drivers

- High touch points should be sanitised at the start and end of each journey, this may include but not be limited to, interior door handles, the gear stick, hand brake, seatbelts, the radio, the dashboard, cupholders, rear view mirror.
- Keep good ventilation in the car prior to and during the journey when possible.
- Sanitise your hands before greeting your passenger. Passengers should sanitise their hands before entering your vehicle.
- If the client is using a walking stick or frame it must be placed in the boot of the car. Use antibacterial wipes to clean the item down before placing it in the vehicle. Clean the handles of the item before touching them and use hand sanitiser after doing this.
- Wear masks when requested to do so by a service user or discuss with the service user if you would prefer to wear a mask.

Volunteer Befrienders

- Sanitise your hands before entering and on leaving a service users home.
- Wear masks when requested to do so by a service user or discuss with the service user if you would prefer to wear a mask.
- Ensure good ventilation at each visit; are windows able to be opened and/or internal doors for each visit?
- Where possible, sit with a comfortable space between yourself and the service user.

Winter Working

Volunteer Drivers

- All drivers are reminded to ensure that their vehicle is road worthy and that preparation has been made for winter journeys

[6 simple checks to prepare your vehicle for winter - Met Office](#)
[Essential Winter Driving Kit Checklist | Halfords UK](#)

- Please check the weather forecast prior to longer journeys within the winter months and speak to your service coordinator if you have any concerns.

Volunteer Befrienders

- Check your car is winter ready and check weather forecast before your visit. You are not expected to carry out visits if there is bad weather which may cause the roads to be unsafe, for example, snow and ice.

[6 simple checks to prepare your vehicle for winter - Met Office](#)

- Speak to your service coordinator if you have any concerns.

Keeping staff and volunteers safe is our priority.