



The following procedures and risk assessment have been developed using current Government and Public Health Authority guidance – ‘Live Life Covid-Aware’ and are subject to regular review as guidance is updated.

We want all volunteers to feel comfortable and safe when working in the office or on our Nature Reserves, and ask that everyone follows the guidance below. Please bring to our attention any areas that could be improved.

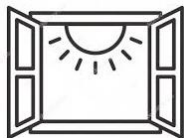
If you become ill in any way, stay at home and follow NHS guidance and the guidance included in the addendum to our absence policy. If you start to feel unwell while at the workplace please go home as soon as possible and inform your supervisor. Supervisors will then inform the senior management team so that appropriate measures can be taken.

	<p><b>Entering the Office</b></p> <p>Staff &amp; Volunteers to follow Ulster Wildlife Covid-19 Guidelines including:</p> <ul style="list-style-type: none"><li>• Do not attend Ulster Wildlife if you experience any symptoms (a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste) and follow the NHS guidelines re testing and self-isolation.</li><li>• We encourage you to undertake regular ‘lateral flow’ tests when you are working with the team – you can find out more here - <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> The current Government guidelines suggest testing yourself twice a week.</li><li>• All staff and volunteers and visitors should check their temperature on arrival to the main office building. If your temperature is 37.8 or above you should go home immediately and inform your supervisor.</li><li>• Use hand sanitiser or wash hands following use of the infrared thermometer.</li></ul>
	<p><b>Travelling outside of Northern Ireland</b></p> <ul style="list-style-type: none"><li>• When returning from travel where you have undertaken a plane journey if possible please work from home for two days afterwards and take a daily lateral flow test for at least two days after you return.</li><li>• Ensure you follow the relevant government quarantining requirements after any international travel.</li></ul>



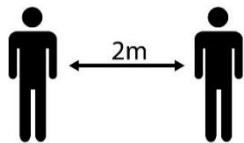
### Self Isolating and Close Contacts

- If you test positive for COVID-19, you should isolate for 10 days from the date you took the test or the date your symptoms started, whichever is sooner. That date is day zero.
- You may be able to end your self-isolation period from day six if:
  - you have two consecutive negative lateral flow test results taken 24 hours apart, with the first of these taken no earlier than day five
  - you do not have a high temperature
  - If either your day five or six tests are positive, you should not leave isolation.
- You should continue to test daily and only leave isolation early (before you have completed 10 full days) after you have had two consecutive negative Lateral Flow Device (LFD) tests taken at least 24 hours apart.
- You should stop testing after you have had two consecutive negative test results.
- You should report all test results.
- If your lateral flow tests continue to be positive and you have completed 10 full days of isolation:
  - you do not need to take any more LFD tests after the 10th day
  - you may leave isolation the following day
  - This is because you are unlikely to be infectious after the 10th day of your self-isolation period.
- If you are concerned, you may choose to limit close contact with other people, especially those who are at higher risk of severe illness until 14 days after the start of your self-isolation period.
- If you're a household contact of someone who has tested positive for COVID-19, you are advised to:
  - take a daily lateral flow test
  - be alert for any symptoms of COVID-19
  - avoid close contact with individuals known to you to be at higher risk of severe disease should they contract COVID-19 despite vaccination
  - take a lateral flow test if you develop any COVID-19 symptoms and isolate if you return a positive result
- If you know that you have been in contact with someone who has tested positive, you should be alert for symptoms and follow the general guidance to test if you develop symptoms of COVID-19.



### Ventilation

- Please open windows throughout the day to improve air circulation.
- Please open windows if using meeting rooms for face-to-face meetings.



### Social Distancing

- Aim to observe 2m social distancing whenever possible.
- Meetings with internal and external contacts can be held indoors in the large meeting room or downstairs kitchen but please don't overload the rooms and keep them well ventilated.
- Hold meetings outdoors whenever possible.



#### At your desk

- Hand sanitisers have been provided for each person on your desk, please use your own.
- Use a tissue if you cough or sneeze and bin the tissue afterwards or cough/sneeze into your elbow and wash your hands. Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth.
- Regularly clean your own phone, keyboard, mouse and desk. Please take 5 minutes at the end of each day to wipe your desk down – cleaning spray is in the kitchen.
- There is to be nothing left under desks or on top of cupboards to aid with cleaning.
- Inform your supervisor if cleaning / disinfecting / hand sanitiser supplies are running low.



#### Moving Around the Office and Use of Kitchen

- Face coverings are recommended anytime you are away from your desk moving around the office e.g. to prepare tea or coffee, use photocopier or answer the door – however the wearing of face coverings is down to personal choice.
- Wash / sanitise hands immediately before and after using the kitchen and any other communal equipment such as photocopier / opening or closing windows and doors – effectively every time you leave your desk and touch anything you should hand sanitise whenever you return to your desk.
- Stay out of the kitchen while the cleaner is in cleaning.
- Do not leave any dishes in or beside the sink, put all dirty dishes in the dishwasher.
- Wipe surfaces, handles and equipment down after you have finished in the kitchen.



#### Office Cleaning

- Our cleaner will be in the office each day to deep clean communal areas.
- The open bins in the toilets are for paper towels and toilet roll inners / wrappers only and get tipped directly into the recycling bin each day. Do not put anything else in these bins but use the other hygiene bins provided as appropriate.
- Open doors to the toilets and turn on and off taps with your elbow if possible and use a paper towel to open the toilet door on your way out.
- Wash hands thoroughly and use hand sanitiser at your desk.



#### Post, Deliveries and Repairs

- All visitors should check their temperature on arrival to the office. If their temperature is 37.8 or above they should leave the building immediately and alternative arrangements made for the visit /service.
- Visitors should use hand sanitiser or wash hands following use of the thermometer.
- All office deliveries should be left outside where possible and brought indoors by a member of staff. Deliveries should then be left in the small office downstairs.
- Wash hands/ use hand sanitiser immediately after handling post or deliveries.
- Do not arrange for personal deliveries to the office.



### Guidance for Public Events and Activities

- Outdoor and indoor public events and volunteering activities can take place.
- A risk assessment must be completed for all events and activities as usual, incorporating procedures to minimise the possible spread of Covid-19 between any of the leaders and participants.
- We encourage outdoor events as much as possible.



### Vehicle Use

- Car sharing during working hours is allowed where all vehicle users are comfortable.
- Where car sharing is required then please ask passengers to open vehicles windows whenever possible and consider wearing face coverings.
- If using an Ulster Wildlife vehicle follow the same procedures and in addition:
  - Use Hand sanitizer kept in vehicle at start and end of journey.
  - Fuelling of vehicles – when fuelling a vehicle use gloves and hand sanitiser.
  - Touch points e.g. steering wheel and gear stick should be wiped down after each journey and paper towel/wipes disposed of appropriately.
  - Open windows



### Nature Reserves

- Gloves must be worn at all times when using hand tools and the advice is that the tools should not be shared.
- In the event of a tool/machine having to be shared then the tool must be wiped down between users with disinfectant wipe or sterilising fluid / disinfectant spray and the wipe disposed of correctly.
- Ensure that all cuts or grazes on touch points are reported immediately.