

## GUIDANCE FOR SBC STAFF FOOD DELIVERY/PREPARATION VOLUNTEERS

- The table below provides a summary breakdown of the Personal Protective Equipment (PPE) required to protect you.
- General Health
- If you become unwell **outside work** with a new, continuous cough or a high temperature, stay at home, follow isolation guidance and inform your line manager asap (day or night so that cover arrangements can be made). Your line manager will inform AskHR on your behalf.
- If you become unwell **at work** with a new, continuous cough or a high temperature, inform your line manager immediately, arrange to go home and follow isolation guidance. Your line manager will inform AskHR on your behalf. Anyone in close proximity to you at the time of showing symptoms may also have to go home – seek advice immediately from your Line Manager.
- The PPE Guidance given in the table below is relative to COVID-19 protection measures and indicates what should be used either in conjunction with , or in place of the PPE/RPE requirements identified by Current Risk Assessment / Safe System of Work for your Operational Activities
- This guidance is based on the arrangements necessary for protection as provided for in NHS and any relevant professional guidance.
- This guidance is based on the arrangements necessary for protection as provided for in NHS and any relevant professional guidance. However, it is important that you feel safe at work, and if you consider it necessary you can use your own face covering or a mask or visor provided by SBC while at work. Where the table indicates a mask is required this must be an SBC issue mask.
- We are doing our utmost to ensure supplies of PPE are available but to ensure supplies are available in the most critical areas this would be limited to one mask or visor per shift. If, however, your mask becomes soiled or contaminated then it can be replaced during the shift.

Setting	Context	Disposable Gloves	Disposable Plastic Aprons	Surgical mask	Fluid-resistant (Type IIR) surgical mask	Eye/face protection <sup>1</sup>

Person's own home they are shielding	Deliver food to door	No, but rigorous hand hygiene using sanitiser before and after dropping food box at the door. Catching any coughs or sneezes in a tissue and using hand sanitiser.	No	No	No	No
	Deliver food; enter home and unpack and put away food	Yes <b>Mandatory</b> , single use and rigorous hand hygiene using sanitiser before and after entering the home. Catching any coughs or sneezes in a tissue and using hand sanitiser.	No	Yes, <b>Mandatory</b> Single mask can be used for the entire shift. To prevent cross contamination it is best not removed until end of shift/ meal breaks. Use gloves to remove.	No	No
Person's own home and they are in the vulnerable group but not shielding	Deliver food to door	No, but rigorous hand hygiene using sanitiser before and after dropping food box at the door. Catching any coughs or sneezes in a tissue and using hand sanitiser.	No	No	No	No
	Deliver food; enter home and unpack and put away food.  Social distancing to be observed.	Yes, <b>Mandatory</b> single use and rigorous hand hygiene.	No	No	No	No
	Prepare a microwave meal and serve.	Yes, <b>Mandatory</b> single use and rigorous hand hygiene, washing hands with soap and water or using hand sanitiser before and after preparing	Yes, single use	No	No	No

	Social distancing to be observed.	the food. Catching any coughs or sneezes in a tissue and washing hands or using hand sanitiser.				
<b>Community Hall Making up Food Parcels</b>	Accepting a delivery of food	No, but rigorous hand hygiene using soap and water or hand sanitiser. Catching any coughs or sneezes in a tissue and immediately washing hands with soap and water or using hand sanitiser.	No	No	No	No
<b>Community Hall Making up Food Parcels</b>	Unpacking deliveries	No, but rigorous hand hygiene using soap and water or hand sanitiser. Catching any coughs or sneezes in a tissue and immediately washing hands with soap and water or using hand sanitiser.	No	No	No	No
<b>Community Hall Making up Food Parcels</b>	Discarding excess packaging	No, but rigorous hand hygiene using soap and water or hand sanitiser. Catching any coughs or sneezes in a tissue and immediately washing hands with soap and water or using hand sanitiser.	No	No	No	No
<b>Community Hall Making up Food Parcels</b>	Filling Box for Delivery to Client	No, but rigorous hand hygiene using soap and water or hand sanitiser. Catching any coughs or sneezes in a tissue and immediately washing hands with soap and water or using hand sanitiser.	No	No	No	No
<b>Vehicles</b>	Use the same vehicle as far as possible. If someone else has used the vehicle, ensure all surfaces are wiped down with a PH neutral disinfectant spray or soap, before use.					
<b>Pool Cars</b>	If using a pool car, use the disinfectant spray in					

	the front of the vehicle to clean all surfaces you have been in contact with when you have finished your journey.					
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