COVID POLICY

This policy details the measures *people and places* and our local partners are taking to minimise the risk from Covid-19 to both volunteers and the local community. Our enhanced protocols are in line with guidance from the World Health Organization and requirements from the countries where we work.

- **Before travel**

  <u>**Volunteers**</u>
  - All volunteers must be fully vaccinated, provide us with evidence of this at least 2 weeks before departure and carry evidence with them in case it is required at the border or to access services in-country
  - Volunteers must provide evidence of a negative test within a maximum of 72 hours before departure or later depending on host country rules
  - Volunteers will be asked to provide details of other travel to other countries within last 2 weeks
  - Volunteers must ensure they are aware of and able to meet Covid-19 entry requirements for the country they are travelling to and for any other countries they will enter en route to their placement
  - Volunteers must take personal responsibility for their role in keeping themselves and others safe. They must not travel if they feel unwell or have been in contact with others who are infected
  - Volunteers must ensure their travel insurance includes cover for the cost of medical treatment if they are infected with Covid-19 and repatriation if the host country goes into lockdown
  - Prior to departure volunteers should check current regulations for re-entry to their own country at the end of their placement and should keep up to date with Foreign Office guidance during their placement in case of any changes. If a pre-departure test is required before the flight home our local partner will help volunteers to arrange this

  <u>**Local partners**</u>
  - Local partners have considered measures they will put in place to attempt to prevent infection and provided *people and places* with details of these measures – to include social distancing requirements, protocol for wearing masks and cleaning processes (project and accommodation sites)
  - Local partners will ensure they have briefed accommodation providers on our Covid policy and are able to comply
  - Local partners have a process in place if a volunteer comes into contact with someone who displays symptoms or tests positive for Covid-19, to comply with national regulations and WHO guidelines
  - Local partners know how to identify signs and symptoms of Covid infection, have established a process for dealing with infected volunteers including who will be responsible for them if they have to isolate, and have identified the best healthcare facilities to use
  - Local partners are aware of local testing procedures and testing centres and will help any volunteer who requires a test, whether this is due to illness, contact with an infected individual, or the need for a PCR test before returning home

- o Local partners have a process in place in case a lockdown is imposed or borders are closed while a volunteer is in-country

- **On arrival**
    - o Health and safety information will be discussed during orientation – volunteers will be given information about local safety requirements, local health provision, how to keep themselves and others safe during their placement, what to do if they become ill and what to do if someone they have been working with locally becomes ill
    - o Accommodation will have been cleaned to high standards of disinfection – though this may not be identical to Covid cleaning provision in the volunteer's home country

- **Throughout placement**
    - o Volunteers must follow local partner's advice at all times
    - o Volunteers must abide by all Covid-safety procedures in place at the project site (temperature checks, hand-washing, mask wearing etc) even if these rules are stricter than those in place in the country as a whole
    - o Volunteers should be aware of the need to socially distance at all times throughout their placement
    - o Volunteers should take with them an adequate supply of masks and wear them at all times as agreed with local partner
    - o Volunteers should carry hand sanitizer and cleaning wipes and use them regularly
    - o If a volunteer comes into contact with someone who has tested positive or shows symptoms of Covid-19 they must inform the local partner and comply precisely with local isolation and testing rules.
    - o If there is a general outbreak of Covid in the country or the local area, the volunteer must follow government procedures, as advised by the local partner
    - o If a lockdown is imposed while a volunteer is in-country, volunteers MUST follow the instructions of the local partner to the letter. If cases are increasing and local partner advises that a volunteer should return home they must do so

- **In case of illness**
    - o If a volunteer develops symptoms of Covid-19 they must report this immediately (by phone) to the local partner and isolate immediately according to local regulations and WHO guidelines. If symptoms persist local partner will assist in contacting a healthcare provider for testing, advice and/or treatment. Local partner must inform *people and places* who will contact the volunteer's emergency contact
    - o If a volunteer is required to take a Covid-19 test which comes back positive they must comply precisely with local isolation rules, even if they are asymptomatic. They must inform the local partner who will inform *people and places*, who will inform the volunteer's emergency contact
    - o If a volunteer requires medical attention or hospitalisation they must contact their insurance company for prior authorisation wherever possible. Alternatively they must pay for treatment themselves and obtain the necessary paperwork to enable them to claim this back from their insurance company