

My Ref: JW/Voluntary 1
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Dear Colleague,

Important advice and support for the voluntary sector in managing cases of Covid -19 and making sure that activities are Covid Compliant

I am writing to you as our vital and valued partners as we continue with our fight to keep infection rates down in Hull, especially over the Christmas and New Year period. I would like to say a huge thank you for your tremendous contribution to our response to the Covid-19 virus.

Despite a relaxation of national guidance between 23 and 27 December, I would like to emphasise the importance of continuing to wash hands on a regular basis, wearing face coverings wherever possible and observing social distancing rules. Continuing to observe these rules will help us minimise the risk of an increase in infections during the festive period.

As you will know there is a risk of Covid-19 transmissions in community settings, which includes voluntary and community sector activity and interaction between colleagues, visitors, and service users. This can involve person-to-person spread or involve people touching contaminated surfaces or objects. This second wave of infection which has hit Hull so hard, has brought it home more than ever that we need to redouble our efforts to minimize risks within our activities.

Hull City Council can help you mitigate the risks to your activities and deal with any problems that arise, promptly and with the minimum amount of disruption to essential operations. By notifying us of any suspected or confirmed cases, you will receive additional support and practical advice with any Covid-19 cases as they emerge.

The aim is to have in place an early identification and response process to aid the gathering of local intelligence on the virus and to reduce the likelihood or impact of potential local outbreaks or clusters.

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How to report positive cases

Contact Hull City Council Public Protection Team by sending an e-mail to FoodandHealth&Safety@hulcc.gov.uk

Please include a named contact and a telephone number if that is how you prefer to be contacted.

Once you have let us know that you have cases to report, our officers will contact you to assess the situation by asking a series of questions, which will allow us to tailor our advice to the particular risks in your business.

It would be helpful to have any relevant information at hand including the following details:

- the name and address of your organization
- a main point of contact within your organization
- total numbers affected (staff and/or service users)
- numbers tested and confirmed as positive for Covid-19
- numbers suspected i.e. showing symptoms of Covid-19 within a 14-day period
- symptoms reported
- date(s) when symptoms or notification started
- whether the affected staff/ volunteers regularly have contact with the public,
- whether any service users have reported symptoms
- whether Government guidance for safe working practices has been implemented

Covid Secure Measures

During the pandemic, all organisations which are active, must adhere to social distancing and other hygiene measures to reduce the risk of Coronavirus infections to everyone working at and visiting the premises. To achieve this, they must:

- Carry out a COVID-19 risk assessment, consulting with the workers and if appropriate the volunteers
- Implement the measures identified in the risk assessment
- Check the measures remain place over time
- Review the risk assessment including the measures regularly to ensure it is effective in managing the risk of COVID-19 infection

As we have recently entered Tier 3 and the rules are generally relaxing, it would be a good time to take stock and review your risk assessments to make sure that they accurately reflect the activities planned, especially as the Christmas period approaches.

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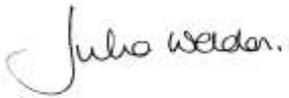
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Useful Sources of Information and Guidance

General:

<https://www.gov.uk/guidance/covid-19-guidance-for-voluntary-community-and-social-enterprise-organisations>

Yours sincerely



Julia Weldon
Director of Public Health and Adult Social Care/Deputy Chief Executive