

**INTRODUCTION****Purpose**

This protocol has been devised to maximise the safety of voluntary conservation workers, while under the supervision of Shotover Wildlife, and while there remains a risk of infection by Covid-19 in the wider community. The protocol is in line with the government's website of Covid-19 advice for voluntary organisations ([www.gov.uk/...](http://www.gov.uk/...)) including a regard for the local 'Tier' of lockdown. The work continues Shotover Wildlife's ongoing programme of conservation tasks, and in the current circumstances meets a local demand for safe, healthy outdoor physical exercise in a natural setting.

**Structure**

Overall attendance on a work session is limited to 16 places, where a 'place' may be taken by two cohabiting people. When the number of places taken exceeds eight, the group is split into two. The two groups are independent, with each having its own leader, work location, tools and equipment.

**INDIVIDUAL REQUIREMENTS****Booking a place**

**In booking a place on a work session you agree to uphold this protocol.**

All places must be pre-booked, and are only secured once your request has been confirmed by the session leader. Allocation is by 'first come first served' including for a 'reserves' list when a session is fully booked.

**Distancing**

**You must maintain at least 2 metres separation at all times** from other workers (other than your cohabiting partner) as well as any members of the public.

*Do not attend the work session if you or anyone you live with is showing symptoms of Covid-19. If you feel unwell at any time during the session, please let the Leader know and then go home immediately.*

**First aid provision**

You are requested to take responsibility for dealing with your own **minor first-aid** needs. To help with this Shotover Wildlife provides first-aid packs (plasters, bandage, tape, ...) to use **and not return**. This arrangement is in addition to Shotover Wildlife's policy to have a leading first-aider, and first-aid kit, at all conservation work sessions. During periods of Covid-19 restriction the role of the lead first-aider in most instances would be to give advice while remaining suitably distanced. For a **more serious injury**, on-the-spot decisions of least risk would be taken by the session leader and the lead first-aider.

**Food**

Bring your own food and drink and do not share any food or drink with others in the group. You are responsible for how you manage your lunch and snacks. We suggest you bring your own hand sanitizer, although Shotover Wildlife also provides hand sanitizers.

**Tools and equipment provided by Shotover Wildlife**

All tools, equipment and work gloves are quarantined by Shotover Wildlife for 3 weeks prior to each work session. Do not share tools or gloves. Use only the tools and gloves that you have selected for your work and keep them to yourself throughout the session.

**Keeping safe**

In addition to keeping 2-metres distance between yourself and others, be aware of the location and working area of other workers at all times.

Help protect everyone in the team by reminding others (if and when necessary) to keep to the protocol.

Request anyone to 'please keep back' if they come too close for your own comfort.

Bring your own face covering, as you prefer, and use it at your own discretion and comfort.

**Concerns over safety**

If you have any concerns about the safety of yourself or others during the session, please discuss it with the leader straight away. It will be dealt with sensitively and with discretion.