



### **Covid-19 Carolling Procedures**

**NB – These will be updated as and when government guidance changes**

#### **Team members**

- No-one will participate in a team if they have had symptoms of Covid-19 within the previous 10 days, or if they have been advised to self-isolate by the NHS due to having had contact with someone testing positive for Covid-19 within the previous 14 days.

#### **Fundraising activity**

- Unlike in previous years, team members will not sing. Instead, our carolling backing track, including recorded singing will be played, while a small team of volunteers stand to collect donations.

The backing track music will be played at a suitable volume to ensure that team members and passers by do not have to speak above normal speaking volume in order to make themselves heard above it, in line with Fundraising Regulator guidance.

Social distancing reminder signs will be visible

#### **Team size**

- The number of people on each team will take account of the available space and any specific protocols that the venue has in place.
- In public streets, the maximum number of people on each team will be in line with that set by the Fundraising Regulator (maximum of 4 as of July 2020) and will also abide by any restrictions set by the local licensing authority.
- In indoor venues, the maximum number of people on each team will be agreed with the venue in advance.

#### **Hygiene**

- Teams will adhere to all government guidance regarding hygiene. All teams will have hand sanitiser with them.
- Teams will also have rubbish bags to ensure that any rubbish from the day can be sealed in a bag and transported back to our headquarters.

#### **Distancing**

- Teams will adhere to all government guidance regarding social distancing. Team members will not stand in close proximity to each other, unless they are from the same household.
- Team members will ensure that they do not stand in any space that would cause an obstruction to members of the public, or that would create a pinch point for passers-by, preventing people from maintaining distancing.
- Team members will not approach members of the public or move around in any way that causes an obstruction to passers-by.

- When members of the public wish to donate, there will be buckets available on the ground in front of our Betel banner and in some venues, handheld by collectors or placed on a table. When someone wishes to donate into a handheld bucket, the collection bucket will, when possible, be held at arm's length to enable them to put their donation in. Where this is not possible, it will be placed in a visible spot on a table with the collector taking a step back to enable the individual to make their donation without close social contact. Contactless donation payment may also be available in some venues.

### **Flyers**

- Flyers providing more information about the charity and our social enterprises will be available to those members of the public who would like to know more. Any team member distributing these will wear disposable gloves to do so.

### **Transport to and from venue**

- Betel vehicles will be used to transport the team to the venue. No team members will be using public transport to get there.

### **Training and supervision of team members**

- All team members will be trained in these procedures and will be supervised onsite by a team leader.
- Attention will also be drawn during training to the increased levels of anxiety that some members of the public may be experiencing due to the Covid-19 pandemic, and team members briefed about the importance of particular sensitivity whilst fundraising.