

Organising outdoor sessions during COVID 19

Checklist for staff and volunteers

Before the session

- Only allow 6 people including volunteers and staff to sign up to each session group
- If you have more than 6 people then ensure you have two groups with two separate facilitators
- Allocate everyone in a group separate arrival time for the session 5 minutes apart
- Send “How we will stay safe” document to everyone attending
- Ensure that you have the following equipment:
 - Tape measure
 - Place spots
 - Alcohol gel and wipes
 - Spare facemasks
 - Back up bottle of water x 2
 - A copy of the “How we will stay safe” document
- Decide where exactly you will have the session and send people a pin on Googlemaps so they know where to go.

On the day of the session

- Arrive 30 minutes before session start to measure and set out place markers with 4 metres between each marker
- Set out the session in an area that is away from passers by where possible.
- Identify closest public toilet facilities
- Remind people to bring their own:
 - Blanket or something to sit on
 - Food
 - Drink
 - Hand Gel
 - Facemask if they want to use one

During the session

- Make sure that your hands are clean using alcohol gel

- When welcoming people, make sure they stay socially distanced while waiting to be given their space
- Read through the “How we will stay safe” document before starting the session
- If people are not keeping to the guidelines, ask them politely to do so straight away
- If people continue to not keep to the guidelines, take them aside from the group and politely explain that it is your responsibility to keep the risks as low as possible and ask them to leave the session
- If anyone mentions that they do not feel well politely ask them to leave the session straight away.

After the session

- Wipe down/ clean any items you have used for the session
- If people are staying in the space after session make sure they understand that the session has now ended and so you will no longer be helping everyone to stay safe