

# Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

**Title: Covid-19 outbreaks, local restrictions & quarantine**

## Introduction

Previous relaxation of lockdown rules is leading to some resurgence of Covid-19 across the country and wider world. From 27<sup>th</sup> July 2020 Government announced it would take steps to ensure appropriate local intervention if required, which we are now seeing across the country.

If this situation occurs locally, it could force the closure of offices in Shrewsbury and/or affect staff and volunteer home locations. A Covid-19 outbreak may also cause direct contagion with staff, volunteers and/or visitors to trust offices.

If local restrictions occur, all but essential shops must stay shut, schoolchildren may be sent home, events cancelled and pubs and restaurants will close. This action would require additional consideration for staff and volunteers.

We are also seeing more countries added to the list where visitors on return must quarantine / self-isolate for 14 days.

## SWT will:

- Support staff who are adversely affected by any local outbreak or local restrictions being implemented.
- Notify staff, volunteers and/or visitors who may have been in contact with an infected person.
- If a Covid-19 outbreak occurs within SWT offices, ensure a deep clean takes place.
- Through line managers work with staff who find themselves abroad when notice of quarantine upon return is given (it is assumed the Foreign Office will implement a 'avoid unnecessary travel' for these countries and as such if planned trips are yet to be taken, SWT expect staff to adhere to this advice).

## You should:

- Be aware of Covid-19 symptoms (i.e. one or more of: high temperature – you feel hot to touch on your chest or back; a new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours; a loss or change to your sense of smell or taste).
- If you have any of the main symptoms of Covid-19 you must:
  - Stay at home (see self-isolation COP) and do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate for at least 7 days and get a test to check if you have the virus as soon as possible.
  - Ensure anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.
- Follow the advice on any local restrictions from the government and local authorities [www.gov.uk/guidance/governments-approach-to-managing-local-coronavirus-outbreaks](http://www.gov.uk/guidance/governments-approach-to-managing-local-coronavirus-outbreaks)  
[www.gov.uk/government/publications/local-lockdown-guidance-for-social-distancing](http://www.gov.uk/government/publications/local-lockdown-guidance-for-social-distancing).

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Version control:

**V3.0**

Regular washing of hands with soap and water for at least 20 seconds is mandatory.

