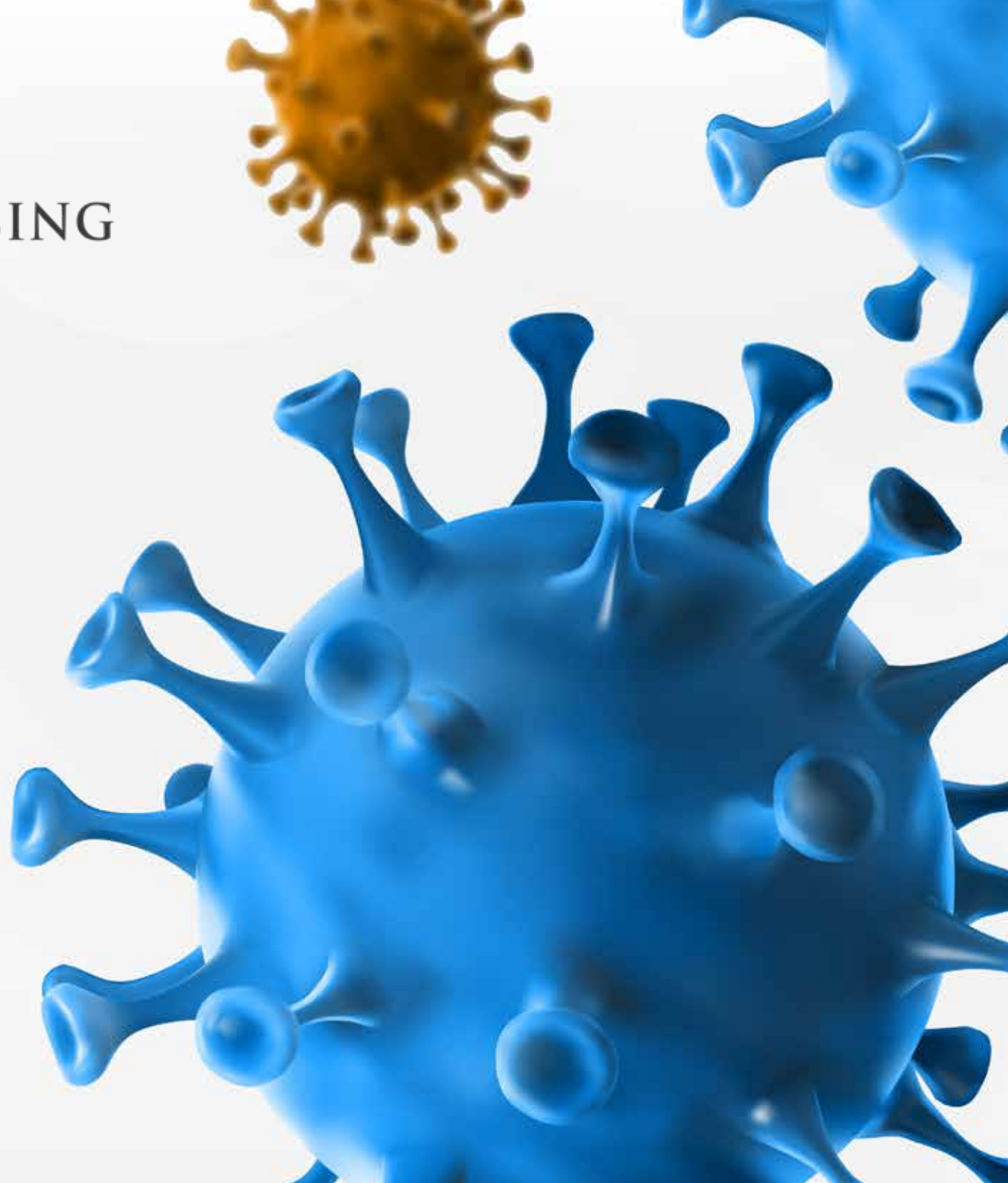
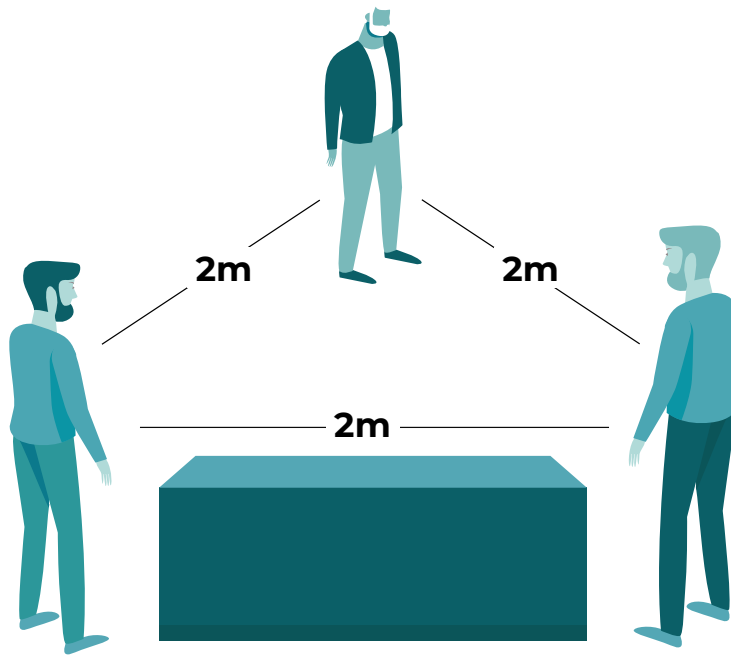




GEMINI
FUNDRAISING

**Covid-19 Social Distancing,
Compliance & Training**





All fundraisers are to be provided with full personal protective equipment (PPE) by Gemini Fundraising; which will consist of disposable gloves, hand sanitiser, face masks and/or shielding visor.

Adhering to social distancing measures is an absolute priority between fundraisers and the general public. Always be mindful of your surroundings.

Hand hygiene is essential to reduce the risk of infections in social settings. All fundraisers should wash their hands with alcohol-based hand sanitiser or with soap and warm water when entering and leaving working areas.

Hand hygiene must be performed immediately before and after every direct interaction between fundraiser and supporter, and after any activity or contact that potentially results in hands becoming contaminated, including the removal of PPE.



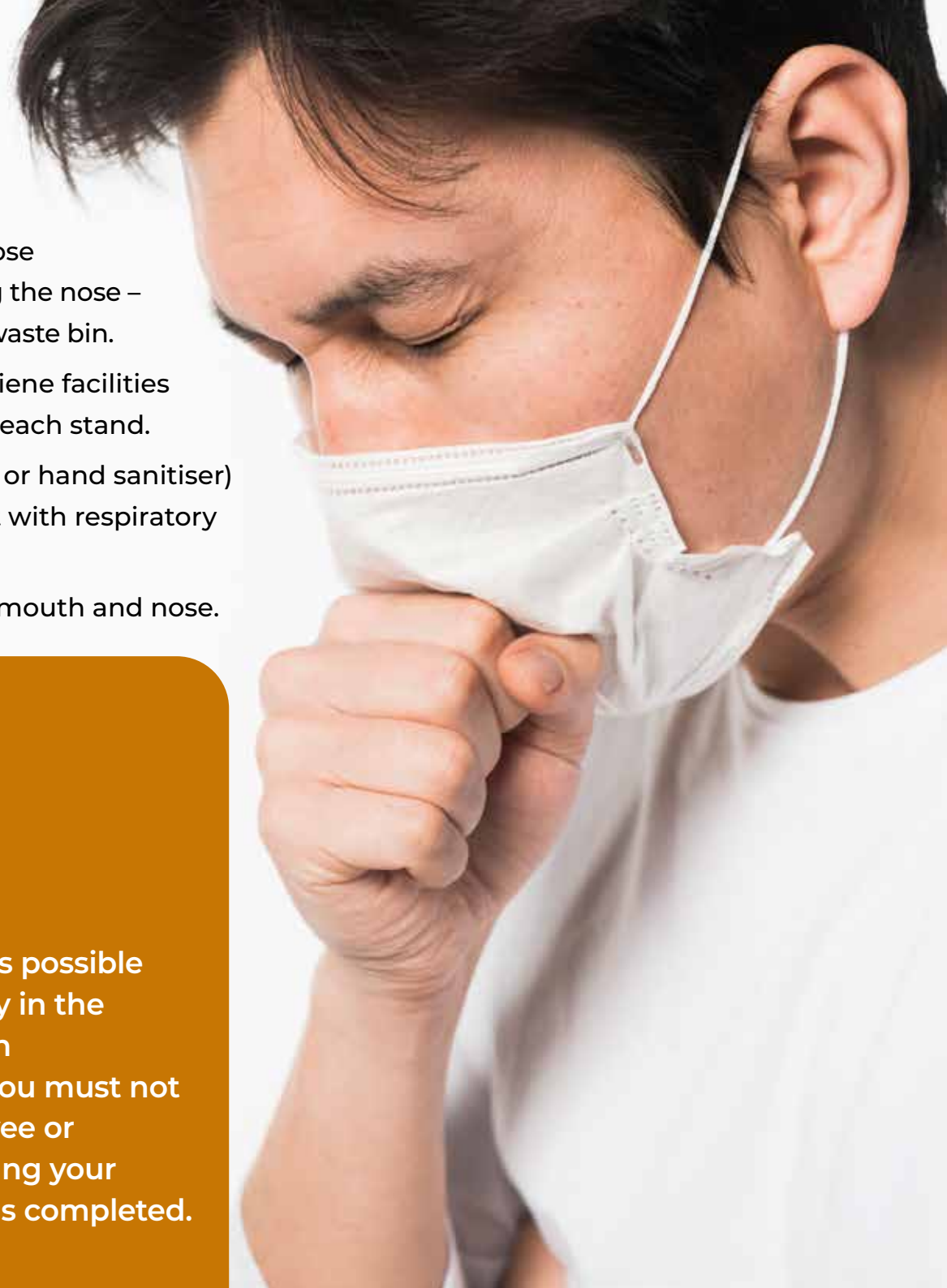
Fundraisers should be encouraged to minimise potential Covid-19 transmission through good respiratory hygiene measures which are:

- Disposable, single-use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose – used tissues should be disposed of promptly in the nearest waste bin.
- Tissues, waste bins (lined and foot operated) and hand hygiene facilities should be available for fundraisers and supporters close to each stand.
- Hands should be cleaned (using soap and water if possible or hand sanitiser) after coughing, sneezing, using tissues or after any contact with respiratory secretions and contaminated objects
- Encourage fundraisers to keep hands away from the eyes, mouth and nose.

COVID-19 SYMPTOMS

- Persistent/continuous new cough
- High fever
- Loss of taste or sense of smell

If any of the above symptoms persist and point towards possible Covid-19 infection, then fundraisers are to cease activity in the field immediately, contact a manager and self isolate in accordance with the current government guidelines. You must not go to the office or be in contact with any other employee or fundraiser until the symptoms have ceased, and ensuring your manager is fully informed and a self-assessment form is completed.



KEY POINTS FOR PRIVATE SITE FUNDRAISERS

- Maintain 2m from each other and the public at all times.
- Stagger shifts and break times.
- Ensure staff have ready packaged meals to avoid canteens/ food outlets.
- Provide hand sanitiser at start and finish of each interaction.
- Change table layout so fundraisers minimise F2F interaction.
- Reduce maximum occupancy in vehicle travel to 2 persons. One driver, one passenger seated in the back.
- Staff to change into uniform in a safe environment/cubicle on site, when not in use, uniform to be kept in a sealed bag and washed each night.
- Use floor tape to mark out 2 meter distances.
- Discourage non essential movement in store.
- Introduced two step consolidation - text and reply to opt in no physical interactions with public. See IFS document.
- Be mindful of your pods placement, plan and adjust accordingly when it comes to entrances/exits.
- If the area becomes too crowded, then fundraisers should reposition themselves while still meeting the requirements of any site agreement in place.



The first F2F team back out in Norway for Unicef



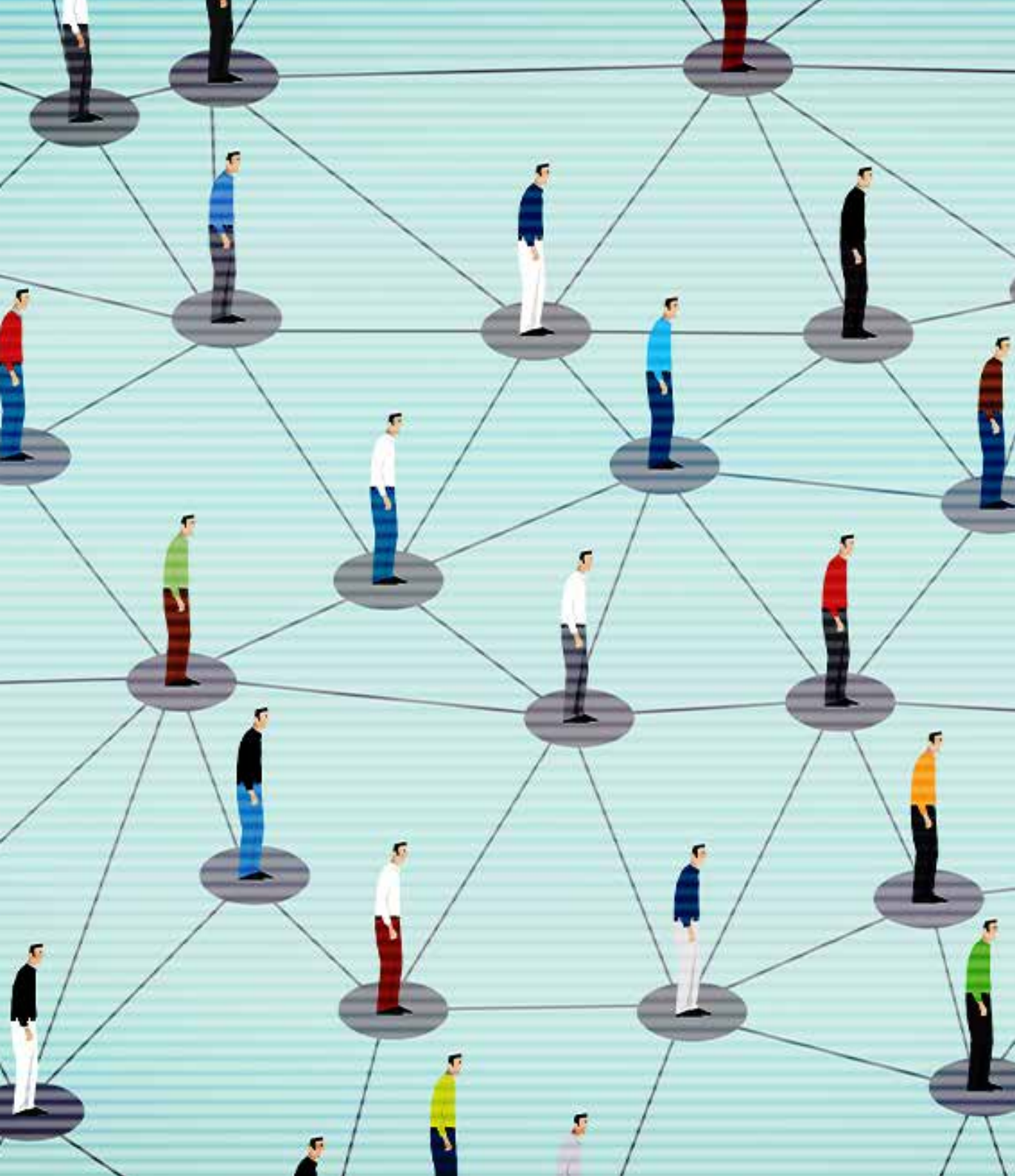
KEY POINTS FOR DOOR TO DOOR FUNDRAISERS

- Ensure a distance of 2m is kept from all members of the public.
- After knocking on the door ensure you immediately step back to a 2 metre distance, being mindful of your surroundings.
- In the instance of canvassing in a block of flats, small residential areas if it is not possible to ensure a safe 2 metre distance, do not canvass there!
- No more than two fundraisers should work in any one street at a time.
- Only one fundraiser at a time should approach a household (unless in training).
- Remember to sanitize hands after every door has been knocked and regularly every 20 minutes.
- Ensure work equipment is sanitized after every interaction.
- You must not enter any household at all, even if you are invited in.
- If you are advised that someone is self-isolating you must leave the property immediately in a polite and respectful manner.
- If in doubt adhere to the Gemini Risk Assessment Table at all times.

OFFICE STAFF

- There will be a maximum amount of people/staggered entry for each office.
- No unplanned public visitors.
- Maintain 2m where possible, but 1m+ if necessary.
- Hand sanitisers will be provided, make sure office staff maintain good hygiene.
- Respect one another's space and be mindful of shared interactions.
- Toilet use in offices - please wash hands on entry and when finished, wipe down surfaces (tap/flusher) with disinfectant wipes. Please be mindful on entry or exit of the toilet room. Use hand sanitiser following leaving and closing the door.
- No unnecessary internal meetings or lunch outings.





CONTACT TRACING

Fundraisers to give contact details, (full name and number) to the booking contact on site.

If the fundraiser is contacted to let them know they may have been in contact with someone who has Covid-19 then they must get tested and follow government guidelines pending their results.

Fundraisers are to immediately contact their direct line manager if they believe they have been in contact with a person who has or could have been infected by COVID-19. Gemini also support the use of digital contact tracing.

RECOGNISING VULNERABLE PEOPLE

In addition to Gemini's vulnerable persons policy, where possible ensure you are not approaching vulnerable supporters, during these unprecedented times it is especially important to look out for the following factors:

Grief

If the supporter shows signs of grieving or discloses this information to you, please aim to end the conversation politely and advise them to visit the specific charities website of they would like to support in the future.

Financial Stress

The person you are speaking with may have recently lost their job or been placed under financial hardship due to the current climate, if a supporter shows any signs of financial concerns please aim to end the conversation politely and advise them to visit the specific charities website of they would like to support in the future.

High Risk Individuals

If the person you are speaking with is at high-risk of contracting covid-19 according to the most recent government guidelines, this could be age or health related please aim to end the conversation politely and advise them to visit the specific charities website of they would like to support in the future.



All fundraisers are to complete a Covid-19 Self Assessment form weekly and sent to Gemini Head of Operations to ensure the highest possible safety standards are met.

Gemini Fundraising is looking forward to relaunching F2F with both employees, fundraisers and clients, and to ensure this is rolled out successfully it is vital that the measures put in place are adhered to. This will ensure that the health and safety of all those involved is held in the highest regard and if there is any doubt or concerns about any measures in place, please do not hesitate in contacting me directly.

Together we can deliver a great experience for everyone.

Ben Walton
Managing Director

