

Winchester Hub COVID Safe Guidance

In these times, volunteering and working together has never been so important to ourselves and local communities. That's why we at Winchester Hub have ensured that all of our volunteering opportunities are in accordance with Government and university guidelines surrounding COVID-19.

1. For the first semester (September 2020-January 2021) **we will not be offering any in-person volunteering**. This is a way to ensure that our volunteers and community partners are not put at unnecessary risk. However, we will be offering:
 - a. Online volunteering - such as tutoring and online meetings with community partners
 - b. Remote volunteering; such as creating workbooks for schools
 - c. Virtual events and sessions
 - d. And much more!
2. At any in-person event (i.e. welcome week, information stalls, and so forth) hand sanitiser will be provided and face coverings/gloves will be worn.
 - a. At these events, we will also be operating track and trace forms in order to reduce risk and protect our staff, volunteers, and local community.
 - b. We will keep this data for 21 days, this reflects the time for COVID-19 to incubate and time for testing and tracing - this has been set by the Government. After 21 days, we will delete these contact details.
 - c. Such details may be shared with the NHS and testing bodies if a positive case is reported.
 - d. We will use these details to contact you should you have been in contact with a positive case.
3. We will not be allowing more than one student in our office (WB116) at any time and in these meetings face coverings are expected to be worn by all participants (unless there is a reasonable reason not to). If you wish to meet with us in person you must email hello@winchesterhub.org first to organise a date/time. These meetings will be decided on a case by case basis and **should only be booked when virtual calls are not possible**.
4. Staff will be working on campus in a reduced capacity. [Please check our website here for our office working times](#) as well as general working times for when we are contactable.

If you have any questions or concerns please email manager@winchesterhub.org