



MWT Guidelines for returning to work post-COVID Lockdown 3

COVID Lockdown 3 has ended and MWT staff/volunteers may now return to work, however, MWT are conscious that COVID may yet return, and we want to protect the health & safety of our Team. We are therefore requesting that we maintain some anti-COVID measures and are 'weaning' ourselves back into work, not simply returning to full pre-COVID normal conditions. ***This is for an initial 2 week period up Friday 30th April and is then subject to review.***

MWT Office:

1. MWT staff may now come into the Office in Peel (and should do if they need to), but a higher level of remote/home working must still be maintained. Staff are encouraged to work at home if they can.
2. All staff must wash their hands on arrival at, and departure from, the MWT office.
3. Social distancing (2m+) should be maintained in the office. *Other people's personal space must be respected even if individuals are not so concerned themselves.*
4. Staff can share offices but must be sat 2m+ from each other. If sat closer, facemasks *must* be worn.
5. Hand sanitizer will be available in all the rooms/offices and staff are asked to use this frequently.
6. Only one person is allowed to use the kitchen at any one time.
7. Staff to take ownership of a personal mug and utensils that they use explicitly for the 2-week period.
8. Windows to be open (when practical) to improve ventilation, particularly in shared offices.
9. Use of Meeting Room: Meetings can take place for a maximum of 4 people spaced around the table. The window and door must be open to ensure air flow/ventilation.
10. *Staff/volunteers with any COVID symptoms must not come into the office – zero tolerance.*
11. Gloves and facemasks are available for those who would like to wear them.
12. All phones, door handles and keypads will be wiped clean every weekend.

Peel Gift Shop:

1. Shop staff/volunteers should remain behind the Perspex when customers are in the shop.
2. If staff/volunteers need to leave the Perspex while there are others in the shop, 2m social distancing must be maintained, or facemasks must be worn.
3. *Staff/volunteers with any COVID symptoms must not come into the shop – zero tolerance.*
4. Hand sanitizer will be available for staff/volunteers and customers.
5. Ventilation to be carried out by window/door as possible.

External Meetings/Site Visits/Consultancy:

1. Whenever possible, the use of on-line meeting platforms is still encouraged.
2. For travelling to meetings/sites; car sharing should be avoided for those not in the same social bubble.
3. If car sharing necessary, max 2 people per car, sat one front, one back, face masks worn, and window open.
4. Maintain 2m+ social distancing. Keep distance when sat at tables. Avoid hand shaking and physical contact.
5. Carry and use hand sanitizer before and after meetings.
6. Carry and use a face mask as necessary.

Outdoor Volunteering, Nature Discovery Centres (NDCs), and Calf Bird Observatory:

1. Hand sanitiser will be provided and must be used regularly.
2. Social distancing to 2m will be maintained.
3. If working in extreme close proximity is necessary (e.g. two people using the same piece of equipment together) then facemasks should be worn.
4. Volunteers/participants must provide their own refreshments.
5. There will be no sharing of eating/drinking utensils.
6. Gloves & facemasks will be provided, and participants encouraged to wear them if they like.
7. *Staff/volunteers with any COVID symptoms must not attend an event/task – zero tolerance.*
8. Car sharing must be discouraged for those who do not live in the same social bubble.

Events and Education Sessions:

1. In school classroom sessions, DC must adhere to ***individual school guidelines.***
2. Teachers to provide wet wipes and children asked to wash their hands on return to school.
3. DC to amend Risk Assessment for school sessions.
4. **For all activities:** the activity going ahead, and the number of participants, to be reviewed case by case.
5. MWT equipment must be wiped down after every session.
6. Hand sanitizer to be provided and care taken to space the participants out.