**Drogheda Hospice Homecare Foundation Covid 19 Policy Document**

In response to Covid 19 pandemic the Board of Directors Drogheda of Hospice Homecare Foundation are putting in place the following procedures to safeguard the health and wellbeing of all our members, volunteers and beneficiaries.

The procedures will cover the following activities of the Foundation:

* Driver Service
* Meetings
* Fundraising

**Driver Service**

**Driver Induction Course**

* Each driver must attend the induction course which will outline the procedures we have in place for both the safety of the driver and the client.
* Each driver must sign a return to work form stating they understand what is required of them.

**Cleaning and Disinfection Protocol**

* Each car must be cleaned prior to and after each trip.
* Drivers must clean where the client has been sitting and any surface they have touched (i.e. seatbelt door handle).
* Driver side must also be cleaned.
* Driver and client’s hands must be sanitised before entering the vehicle.
* The Foundation will provide all PPE necessary.
* Demonstration will be provided during the induction course.

**Social Distancing Protocol**

* Clients must sit behind the front seat, passenger seat.
* If a family member has to accompany the client, they must sit behind the driver.
* No one is permitted to sit in the front passenger seat.
* No more than one patient per trip.
* Masks, gloves and sanitising equipment will be provided.

**Covid 19 Symptoms**

* Book Co-ordinators must be asked all clients and drivers p during their telephone conversation prior to trip, if they, anyone in their family or accompanying them are showing any symptoms of Covid 19.  If they have, the journey cannot proceed.
* Drivers also must inform coordinators if they have any symptoms.
* All drivers and clients must follow the sneezing and coughing protocol of sneezing and coughing into tissue or elbow.

**Meetings**

* The venues for all meetings must be of sufficient size to allow for social distancing.
* Current government guidelines are 2 meters.
* Any changes will be reflected in policy.
* The wearing of a mask is optional.
* Hand sanitisers will be provided, and all attendees will be asked to clean hands on entering and leaving the meeting.
* Anyone showing any of the symptoms of Covid 19 are asked not to attend the meeting.
* All attendees must follow the sneezing and coughing protocol of sneezing and coughing into tissue or elbow.

**Fundraising**

Drogheda Hospice Homecare Foundation are currently not engaged in any fundraising activities.

Going forward, any future fundraising activities will adhere to government guidelines and policies and this document will be updated accordingly.