

**COVID-19 LEVEL 3 GUIDELINES FOR STAFF/VOLUNTEERS FOR COMMUNITY GARDENING**

**To work in the garden you will need to follow these critical guidelines**

* No more than 2 staff in any area .
* Staff and volunteers must sign in and out of the site.
* Good record keeping of the produce harvested, where it was made available and/or where it was sold.
* Social distancing of 2 metres is maintained at all times.
* Limiting, or eliminating if possible, physical interaction between staff/volunteers, e.g. through physical distancing, split shifts, staggered meal breaks, and flexible working arrangements.
* Eliminating physical interaction with Food banks and people walking through the garden
* Maintain hygiene basics of hand washing and sanitisers.
* Frequent cleaning of premises, especially counters and other high-touch surfaces (cleaning advice is available on the Ministry of Health website).
* Ensure all hard work surfaces such as food prep areas and equipment are disinfected with a treatment of a 1 % solution of a 12% DDAC like Path-X or Sodium Hypochlorite 4% (Bleach) or other suitable broad spectrum disinfectant. Treat at the beginning of each shift and at the end of the day.
* Ensure gloves are worn at all times on the site and are either of a disposable type or can be effectively sterilised before reuse.
* In all situations, it is advised to treat all people in the work environment as though potentially infected and as such the use of face masks are advised to be worn at all times.
* Ensure Gate and rules signage is displayed at all times.
* Avoid sharing tools, try to have your own set and bring them to and from the garden.
* All communal facilities including toilets should be closed.
* Do not attend the garden or your allotment if you are showing coronavirus symptoms or if you are unwell.
* Limit your time on site to an hour or two at the most.
* Travel to the garden is permitted in your own bubble.