

Group Governance

Covid-19 Back to Operations Check for Groups

Carrying out a Covid-19 back to operations check on your group will help you to decide if you are ready to resume activities/services. This check should be carried out in association with current government guidelines and advice from a specialist support organisation such as Youth Highland or Sports Scotland.

If you would like help completing this check SLCVO can host and facilitate an online meeting for your group. This service is free to third sector groups as part of our core funding from the Highland Third Sector Interface. If you would like to chat about re-starting your activities/services or check your group is complaint to Covid-19 measures email jo.ford@slcvo.org.uk or call 01478 612921

General Considerations	Yes/No
<p>Has your group been able to hold committee meetings and make decisions in accordance with your governing document?</p> <ul style="list-style-type: none"> See the OSCR website for governance advice https://www.oscr.org.uk/guidance-and-forms/covid-19-guidance-for-charities/ 	
<p>Has your group identified a person or a group of people who will lead your Covid-19 response and ensure the most recent covid-19 advice and guidance is shared with the group?</p> <ul style="list-style-type: none"> See the Health and Safety Executive website for information and guidance about working safely https://www.hse.gov.uk/coronavirus/working-safely/index.htm 	
<p>Has your group communicated with staff, volunteers, members and service users about your current situation in response to Covid-19?</p> <ul style="list-style-type: none"> See SCVOs 'Remote Working' guidance for information about tools to keep in touch https://scvo.org.uk/support/digital/guides/remote-working 	
<p>Have you a copies of current government guidelines and advice from a specialist support organisation to use alongside this checklist?</p> <ul style="list-style-type: none"> See the Scottish Community Development Centre (SCDC) 'Supporting Communities Safely' website https://www.scdc.org.uk/supporting-communities-safely and Scottish Government website https://www.gov.scot/coronavirus-covid-19/ for information about current measures and guidance 	

Activities and Services – this is a detailed review carried out by your committee/board to assess the impact Covid-19 has on your activities and services.

Identify what activities/services that you provide are affected by Covid-19 prevention measures and detail the following:

- How many people normally attend?
- How many people you need to run them?
- How much do they cost to run?
- How are these funded?
- If you provide a contracted service for another organisation do you have any contractual obligations?

Consult with participants/service users to check:

- If they are considered more susceptible to Covid-19?
- If they feel it is safe to participate in your services/activities?
- If they have the ability/transport to get to your activity or service?
- If they are in receipt of Covid-19 emergency support and if this is continuing post September? This will help assess need and identify any gaps that the reduction of Covid-19 emergency response initiatives has created.

Consult with your staff/volunteers to check if they are able to continue to deliver activities/services and detail the following:

- How many people will you require to run your activity/service to meet Covid-19 measures?
- If you will need to train more people to support your activities, especially if your regular volunteers/staff are or become unable to run them?
- If you will need to provide hand sanitizers and PPE for your staff/volunteers?
- If you will need to issue additional guidance and update policies/procedures in relation to Covid-19 in the delivery of your service/activity
- If there are any additional costs for the above?

Check if the location where you hold your activities/services is available and meets Covid-19 measures?

- Can arrangements be made to ensure social distancing and infection control and prevention measures are met during your use of the premises, including toilets and shared areas?
- Will other organisations be using the premises at the same time? If so, what arrangements will be in place to avoid contact between the different groups e.g. staggered start/finish times, Occupied/vacant signage for toilets?
- Will you be responsible for the cleaning of the venue once you have used it?
- Are you able to do this and will this incur additional costs for specialist cleaning materials?
- Do you have to change how you run to accommodate the premises Covid-19 infection control and prevention measures? E.g. reduce the number of participants
- Will there be additional or increased costs associated with the hire of the venue?

<p>If your activities/services resume how will you:</p> <ul style="list-style-type: none"> ○ Ensure staff/volunteers have clear instruction and guidance regarding your groups Covid-19 prevention measures? ○ Ensure staff, volunteers and service users have the latest information related to Covid-19? ○ Fulfil Covid-19 track and trace measures and deal with a person becoming ill with Covid-19 symptoms while participating in your activities or using your services? See SCDC 'Test and Protect' guidance https://www.scdc.org.uk/supporting-communities-safely/3-1 	
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<p>Can you provision your service/activity safely and in-line with Covid-19 measures?</p> <p>Once you have completed the detailed review of your services/activities work through these key questions. Remember if the committee have any doubt or are apprehensive to resume services there may be alternative ways to deliver your services or it may be best to wait until Phase 4 of recovery.</p>	<p>Yes/No</p>
<ul style="list-style-type: none"> ○ Is there a demand for your service/activity to resume? 	
<ul style="list-style-type: none"> ○ Do you have the staff/volunteers to deliver services/activities? 	
<ul style="list-style-type: none"> ○ Can you deliver your services/activities in compliance with social distancing and infection control measures? 	
<ul style="list-style-type: none"> ○ Can the venue you use meet all Covid-19 prevention measures and are these sufficient to ensure the safety of your service users? 	
<ul style="list-style-type: none"> ○ Does your insurance company require any additional protocols, and have you met these? 	
<ul style="list-style-type: none"> ○ Are you able to run your activity or service without losing money? 	
<ul style="list-style-type: none"> ○ If you are contracted to deliver services are there any contractual obligations, you need to meet? 	
<ul style="list-style-type: none"> ○ Have you found an alternative method of delivering activities/services during Covid-19 lock-down that can be maintained until Phase 4 of recovery? 	

For more information about running your groups see SLCVO's online Community Toolkit <https://www.slcvo.org.uk/supporting-groups>

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