

## 'CORONAVIRUS' - EMERGENCY MEASURES FOR THE PARISH OF KEIGHLEY

### Those requiring shopping

1. Telephone your contact and arrange a date/time for purchase and delivery of your order – It is understood that you accept responsibility for your own health and that of your family members in this transaction and volunteers cannot be held responsible should you contract Coronavirus after the transaction is completed.
2. Thoroughly sanitize your hands before writing your shopping list. As most banks only want card payments now, the shopper may struggle to provide you with accurate change. The use of payment by bank card will provide an additional proof of money spent. If you are using cash to pay the shopper, please sanitize the money (this can be washed in warm soapy water) before placing in an envelope on your doorstep immediately prior to the shopper arriving (maybe the shopper could phone you from the end of your driveway/street to let you know they are there and ready to collect your list). Those who are able should pay by bank transfer, if the shopper is prepared to let you have their bank account number and sort code –only send £1 in the first instance until your shopper confirms that they have received this payment. Money exchanged should be limited to a maximum of £30.
3. The shopping (if an item is unavailable, the nearest substitute will be chosen unless otherwise instructed), receipt and change will be placed in a carrier bag (paper if possible), placed on your doorstep and your doorbell rung/door knocked to alert you. Please keep the regulation distance at all times!

### SHOPPERS:-

1. Ensure that hands and wrists have been thoroughly washed (as per Government instructions attached) with hot soapy water before shopping.
2. Wear disposable gloves - or, if not available, rubber gloves that have been scrubbed with hot soapy water.
3. Money and shopping lists will be provided (shopping lists should be adhered to as far as possible but if items are unavailable the closest substitute should suffice).
4. Payment should be by bank card and please pay for any of your own shopping in a separate transaction in order to ensure that the receipt provides an accurate representation of money spent and exchanged.
5. Purchase a carrier bag (paper if possible) with the order and place the goods, together with receipt and any change, in it.
6. **Wherever possible the person undertaking the shopping should also deliver it.** Where this is not possible sterilise your hands/gloves and the bag handle with hand sanitizer if possible and ensure that the driver is following the instructions below before handing over the bag of groceries to the delivery driver.

## DRIVERS:-

1. Ensure that hands and wrists have been thoroughly scrubbed with hot soapy water (as per Government instructions attached) before driving.
2. Carry both wipes (for the steering wheel, gearstick, lights/washers, door, boot etc.) and hand sanitizer, using as appropriate before, during and after work.
3. Collect shopping list (and money if not using bank transfer) from person in isolation observing strict hygiene and distance.
4. Give shopping list and money to shopper by arrangement keeping 2 metres' distance at all times.
5. When shopper returns with purchases check that they have followed the instructions above.
6. Place shopping on doorstep, ring doorbell or knock loudly and retreat. ( You will be given their contact number so that you can phone them if they don't answer the door)
7. Run over car door, instruments, door and boot handle with anti-bacterial wipe on arrival home so that all is safe for the next trip!

*NB It is a good rule to assume that everyone with whom you are in contact actually has the virus and take the appropriate measures to keep yourself safe!*