

Thornbury Magazine circulation: packing, distribution & delivery

1. Background & principles

The health and safety of our committee, our volunteers and readers are paramount. The elimination of Covid-19 seems unlikely within the next year although the deployment of vaccine has had a significant impact. It is therefore essential that we continue to take action to ensure that the hazard posed by Covid-19 is as low as reasonably practicable.

Government guidance on social contact can be accessed via <https://www.gov.uk/coronavirus> .

- To help protect themselves and their friends, family, and community people should continue to follow all of the guidance even if they've been vaccinated against COVID-19.
- Since 9th March, people have been allowed to leave home for recreation and exercise outdoors with their household or support bubble, if they are eligible for one, or with one person from outside their household. From 29th March outdoor gatherings (including in private gardens) of either 6 people (the Rule of 6) or 2 households were also allowed. People should stay 2 metres apart from anyone who is not in their household or support bubble where possible, or 1 metre with extra precautions in place (such as wearing face coverings) if they cannot stay 2 metres apart.
- With effect from 12th April, further relaxations came into force for business activities and events but there was no change in the guidance for social distancing.

Our over-riding principles are that:

1. No volunteer experiencing symptoms similar to those of Covid-19 shall participate in the packing of rounds, distribution to deliverers or letterbox delivery until they have tested negative.
2. As few people as possible shall handle copies between box opening and delivery to a letterbox.
3. Volunteers shall take appropriate action to safeguard their own exposure to infection within the government guidelines operating at the time of delivery, including the use of hand sanitizers, gloves and masks as necessary.
4. There shall be no deliveries to:
 - a. Retirement lodges, sheltered housing or care homes. It is essential that exposure of the occupants is avoided until Covid-19 guidance allows.
 - b. Shops, offices, commercial premises or community buildings.
 - c. Blocks of flats with letterboxes that require access to an indoor area.
5. The process shall be reviewed in the light of changed guidance prior to each circulation.

2. Receipt of printed magazines

- i. Circulation commences on the last Wednesday of each month.
- ii. Motion delivers boxed magazines to St Mary's Church Hall (SMCH). They are packed by the printer and Motion personnel only touch boxes when loading or unloading the delivery vehicle.
- iii. The printers follow appropriate guidance to minimise potential for contamination by Covid-19. WHO describes the risk of infection via newsprint as minimal because the production process is highly automated.
- iv. St Mary's Church has advised that the hall should be available and appropriate guidance on its use will be provided and shall be complied with.

3. Packing rounds in St Mary's Church Hall (SMCH)

Our precautions implement government guidance on Covid-Secure workplaces

(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>).

- i. Doors into the hall and a fire exit door shall be left open in order to maximise circulation of air through the hall to reduce the concentration of airborne virus.
- ii. The number of rounds has been minimised to reduce the number of people required for packing. Ideally each round would contain 160 copies so that distributors and deliverer would simply collect unopened boxes. This is not practicable so some repacking is inevitable.
- iii. Packers making up rounds shall wear facemasks and use gloves or regularly sanitise their hands in order to minimise the chance of contaminating copies of the magazine. Minimum distancing of 1 metre and preferably 2 metres means that bagging up shall be done by one person or a couple. No more than 6 volunteers shall be in the hall at any one time. Their names and information on any illness with Covid-19, receipt of vaccine and recent test results shall be recorded and reported to SMCH if requested.
- iv. All rounds that require packing or repacking shall be sprayed with sanitizer before despatch.
- v. Tables and other items used for packing shall be cleaned prior to leaving the hall.

4. Collection by and distribution to deliverers

- i. Deliverers shall not collect from SMCH in order to respect the limit on numbers inside the hall.
- ii. Distributors shall minimise their handling of boxes and bags and sanitise their hands regularly.

5. Letterbox delivery

- i. Deliverers shall regularly sanitise their hands after touching letterboxes, gates etc. Although the use of gloves and facemasks is not required in outdoor areas, volunteers are expected to comply with guidance prevailing at the time and to take whatever precautions they need to be comfortable with their delivery.
- ii. There shall be no deliveries to blocks of flats with letterboxes that require access to an indoor area until restrictions allow.