

### Thornbury Magazine circulation: round make-up, distribution & delivery

The health of our committee, our volunteers and readers is paramount. The reduction of Covid-19 infections to an acceptable level looks increasingly likely within the next year because deployment of vaccine has had a very significant impact. Current government guidance is that Coronavirus remains a serious health risk. Therefore, we continue to ensure that the hazard posed by Covid-19 is minimised. We review the risks and mitigations prior to each circulation.

Activity	Risk level	Who is responsible	Action to mitigate risks
Participation in circulation of the Magazine	Low	Everyone	<ul style="list-style-type: none"> <li>• No volunteer experiencing symptoms like those of Covid-19 shall participate in the packing of rounds, distribution to deliverers or letterbox delivery until they have tested negative</li> <li>• Take appropriate action to safeguard their own exposure to infection within the government guidelines operating at the time</li> <li>• Use hand sanitizers, gloves and masks as they feel necessary</li> </ul>
Printing	Low	Printer	<ul style="list-style-type: none"> <li>• Process highly automated &amp; presents minimal risk (WHO)</li> </ul>
Delivery to SMCH	Low	Motion	<ul style="list-style-type: none"> <li>• Minimise handling of boxes.</li> </ul>
Making up rounds/ SMCH	Low	Circulation Administrators  Make-up Team	<ul style="list-style-type: none"> <li>• Minimise number of rounds to reduce handling</li> <li>• Have as few members in Make-up Team as possible</li> <li>• Keep record of those attending</li> <li>• Keep doors into the hall and a fire exit open to maximise circulation of air through the hall</li> <li>• Avoid close contact</li> <li>• Minimise handling of magazines while making up rounds</li> <li>• Clean tables and other items used prior to leaving the hall</li> </ul>
Distributing rounds	Low	Volunteer Distributors	<ul style="list-style-type: none"> <li>• Minimise handling of rounds.</li> <li>• Discourage Deliverers from collecting from SMCH</li> <li>• Sanitise hands as necessary after touching gates and letterboxes</li> </ul>
Delivering copies	Low	Volunteer Deliverers	<ul style="list-style-type: none"> <li>• Sanitise hands as necessary after touching gates and letterboxes</li> </ul>
Reading	Low	Circulation Administrators	<ul style="list-style-type: none"> <li>• Unless specifically requested, there shall be no deliveries to:                             <ol style="list-style-type: none"> <li>a. Retirement lodges, sheltered housing or care homes</li> <li>b. Shops, offices, commercial premises or community buildings</li> </ol> </li> </ul>