



MEMBRE DE LA SOCIÉTÉ  
DE SAINT-VINCENT DE PAUL



# Covid-19 (Coronavirus) and the activities of St Vincent de Paul

**The Society of St Vincent de Paul in New Zealand recognises the threat from Coronavirus to its staff and volunteers and the people we serve.**

We recognise the special vulnerability that comes with age and poor general health .

The strategies recommended below will diminish the opportunities for the transmission of the virus in the particular activities which form the basis of our work. Our advice on any of these matters may change as the situation changes. We will remain in touch and provide updates as soon as possible.

**Keep in touch with your staff and volunteers. Reassure them that you care about their wellbeing and are managing this situation as best you can.**

The Guidelines below follow the protocols provided by The Ministry of Health. We are bound in law to follow their direction. You can access these guidelines on the website:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

*Recommended protocols for personal safety are as follows:*

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## **PRACTICE GOOD HYGIENE**

- Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
- Put used tissues in the bin or a bag immediately.
- Wash your hands with soap and water often.- before eating or handling food, after coughing or sneezing, wiping your nose or going to the toilet.
- Try to avoid close contact with people who are unwell.
- Don't touch your eyes, nose or mouth if your hands are not clean.
- Clean and disinfect frequently touched surfaces and objects, such as doorknobs.
- Stay home if you feel unwell and call Healthline on **0800 358 5453**.

The measures above are especially important for people who have existing health conditions, such as those with diabetes, renal failure, chronic lung disease or compromised immune systems.

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**The current advice on social distancing is to maintain a one meter distance between yourself and others. If a person is displaying symptoms, to keep 2 meters away.**

## GUIDELINES FOR OUR MOST COMMON ACTIVITIES

**Society Meetings:** Do not attend meetings if you are unwell or self-isolating. Use telephone and email communication as the primary form of communication. If you need to meet, choose a meeting space where you can remain a suitable distance (1 meter) from others. Our insurance broker recommends no more than 9/10 people. Observe the recommended protocols above.

**Visiting those in need:** Do not visit vulnerable people in their homes.

**Community gatherings and one on one meetings with those in need:** this includes meals, afternoon teas, entertainment, face to face counselling, budget advice and other miscellaneous client meetings. Suspend community gatherings and one on one meetings until this crisis has passed.

**Food preparation and delivery:** Minimise the number of people involved in food preparation and delivery, without overburdening individuals. Wear disposable gloves and a mask while preparing food. Wrap the food as soon as it is prepared. Maintain a one meter distance from people receiving the food.

**Clean your hands:** Regardless of whether you wear disposable gloves you should wash your hands regularly. You should wash your hands thoroughly with soap and water for at least 20 seconds, making sure you dry them thoroughly. You can use hand sanitiser (containing at least 60 percent alcohol) if soap and water are not available and if your hands are not visibly dirty. If using handsanitiser, cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

**Clean your preparation area:** Wash items such as dishes, drinking glasses, cups and eating utensils in the dishwasher (you should use a commercial cleaner if you have one) or use soap/detergent and water to wash them thoroughly. Clean all 'high-touch' surfaces with antiseptic wipes or disinfectant. Clean floors.

**Laundry:** Wash laundry items and dry thoroughly outside or with a dryer. Wear disposable gloves while handling soiled items.

**Food parcels:** Preferably, all food parcels and vouchers can be collected by the recipient from a designated point. If delivered, the person delivering must not enter homes or premises.

**School Lunches and food trucks.** Follow the food preparation advice above and any other guidance given by the local Area President.

## SHOP & PICKUP DELIVERY STAFF

People who are vulnerable because of pre-existing health conditions should be given the option to remain home.

Staff who have been in close contact with a confirmed case of coronavirus in the last 14 days must isolate themselves for 14 days after the date of last contact with the confirmed case.

Shop managers should provide information and brief all staff (including volunteers) on relevant information and procedures to prevent the spread of coronavirus.

All shop sorters are to wear disposable gloves. This is to be enforced by shop managers and supervisors.

Keep high touch areas clean. Assign a person to clean door handles, counters etc. – regularly throughout the day. Suggest every 2 hours or as needed.

Try to maintain the recommended 1 meter distance from others – and 2 meters if a person has symptoms.

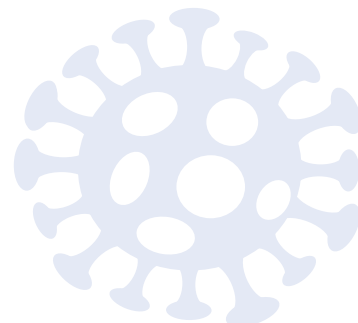
Send home any staff member or volunteer who becomes unwell at work.

Any or all of these activities may be suspended in the future. We have our ears close to the ground for safety updates and will remain in communication with you.

### Gabrielle Carman

Chair Health and Safety Committee

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**First and foremost if you are not feeling well, do not engage in any work that brings you into contact with other people - either St Vincent de Paul members, or the general public. Follow the Ministry of Health guidelines on self-isolation.**

