

## **PFRA CovidSAFE Alert Level 2**

### **Rules & Standards**

#### **At Alert Level 2 COVID-19 is contained but the risk of community transmission remains.**

The following Public Fundraising Regulatory Association (PFRA) CovidSAFE Alert Level 2 Rules and Standards have been developed in line with Government requirements for Alert Level 2. These rules are in place to keep the public and our members' fundraisers safe while representing their causes and beneficiaries.

You are encouraged to report any concerns about members behaviour or activity while fundraising to the PFRA for further inquiry and investigation.

This can be done by emailing [info@pfra.org.nz](mailto:info@pfra.org.nz) or calling 022 061 3643.

### **Golden Rules at Alert Level 2 | Play it safe**

#### **Reduce the risk of Covid-19 transmission at work**

- Any employee or fundraiser with a cold or flu like symptoms must stay away from work. They must contact health line (0800 358 5453) or their doctor to see if they need a test. If they are told to self-isolate they must do this immediately.
- All fundraisers must complete the PFRA online Covid-19 Health and Safety training module before they return to fundraising.
- All members and fundraisers must report any CovidSAFE breaches of their Health & Safety Policy to the PFRA. This includes any incidents where a fundraiser encounters someone self-isolating.
- No promotional material or collateral is to be given to members of the public.
- No fundraiser is to approach a member of the public who reasonably appears to be over 70 years of age.
- Members must take all reasonable steps to maintain appropriate social distancing. The PFRA recommends fundraisers use their own transportation options where possible. If using public transport, fundraisers must wear a mask. This is mandatory across all forms of public transport.
- Where practically possible, teams should stay in the same pairs of fundraisers throughout the week – this way limiting the potential risk of transferring the virus to others in the workplace.

### **Physical Distancing**

- Fundraisers must always maintain a two-metre distance from members of the public.
- Fundraisers must always maintain a one-metre distance from each other.
- Members must make a reasonable effort to provide fundraisers with a practical means of identifying and adhering to a two-metre gap from the public (for example: floor aid, stickers, measuring tape).
- No more than two fundraisers (in total) are permitted per street site or private site.

## Contact Tracing

- Members must have safe and secure systems and processes in place to contact trace.
- Members must have and display QR codes and encourage members of the public to use them.
- Scanning in or record keeping is mandatory at most public venues. Fundraisers must scan in or record their details when entering businesses.
- Members must keep contact tracing records between teams working together.
- Members must keep contact tracing records of all close contacts (for example: site managers, shop owners, staff, and members of the public that they interact with)
- Members must submit all location and activity plans to the PFRA by midday Thursday, the week preceding the planned activity. Residential plans must include at minimum the date range, suburb, post code and team name.
- Fundraisers must keep a record of all doors knocked on daily regardless of contact with the resident or not. This includes - full address details, solicited Y/N, the name of person spoken to, and the date & time of visit. Members must have safe and secure systems and process in place for this record keeping.

## Hygiene Standards

- Wash and dry hands regularly, cough into elbow, don't touch your face
- Every fundraiser must have their own bottle of hand sanitiser (minimum 60% alcohol content)
- Hand sanitiser for public use must be displayed visibly on their person or on a nearby stand or table.
- Public health messages to be displayed where practical to support good hygiene practices
- All Fundraiser equipment and commonly touched surfaces to be regularly sterilised
- All staff must always follow hand hygiene guidelines.

## Face Coverings

- Face coverings are mandatory at Alert Level 2 in most indoor public venues. Staff at public facing businesses must wear a face covering.
- Fundraisers must wear masks in situations where physical distancing is not possible, like at street and private sties and on doors.
- Masks must be provided by PFRA supplier members to all fundraisers as needed.
- Gloves must be made available to fundraisers if they request them.

## Reporting Breaches to PFRA CovidSAFE Alert Level Rules

If you as a member of the public, site manager or fundraiser are concerned about any fundraising activity that takes place or witness any breaches to the CovidSAFE Alert Level rules please report this to us email us at [info@pfra.org.nz](mailto:info@pfra.org.nz).