

The **health and safety** of all workers, volunteers and participants attending our sites is paramount. To create a COVIDSafe space it is important that we have robust measures in place for the acceptance and sorting of donations.

## Requirements of the Opportunity Shop:

### Accepting Donations

- ✓ Items should be delivered to the store. Workers should not be visiting any person's home to collect goods.
- ✓ Prior to the acceptance of any new goods, enquiries should be made regarding the household from which the goods are being donated and whether anyone in the household has been unwell.
- ✓ Drop off area for goods is to be clearly marked out with appropriate social distancing measures in place.
- ✓ Items should be quarantined for a period of 72 hours. After this time the goods should be thoroughly cleaned and moved into the store.
- ✓ Gloves must be worn by workers during the acceptance and cleaning of goods. Hands should be thoroughly washed prior to putting gloves on and taking them off and the gloves should be disposed of in a bin with a closed lid.
- ✓ Where there is a concern about the goods received, they should be disposed of immediately in a safe manner.

### Sorting Donations

- ✓ If sorting is not taking place onsite then the Supervisor must ensure that Public Health orders are complied with.
- ✓ The space should allow for appropriate social distancing including 4 square metres per person.
- ✓ Ensure that there is adequate airflow through the room.
- ✓ Sorting should not exceed any more than 60 minutes at a time and must be capped at a total of 2 hours. A break of at least 15 minutes, preferably outside, should occur in between sorting times.
- ✓ Where there is a concern about the goods received, they should be disposed of immediately in a safe manner.
- ✓ Gloves must be worn by workers during the acceptance, sorting and cleaning of goods. Hands should be thoroughly washed prior to putting gloves on and taking them off and the gloves should be disposed of in a bin with a closed lid.