

Code of Conduct for Otley & District Talking Newspaper– COVID-19 February 2022

This code of conduct is intended to give guidance to volunteers involved with the creation and distribution of the Otley & District Talking Newspaper (OTN). It is based on the premise that we each take personal responsibility for ourselves and have a duty to respect and protect others.

The following guidance may be updated at any time, if national and local public health advice changes. It should be read in conjunction with all current public health and government guidance. Please ensure that you are aware of the most recent versions.

- 1. Volunteers who are coming into the studio are asked to take a lateral flow test on that day. If this test is positive, NHS guidance should be followed, and the volunteer should not attend that week. Please let your producer/technician know as soon as possible that morning.**
2. Volunteers are encouraged to take up the offer of any vaccination that is offered to them.
3. Volunteers are asked not to attend if they feel unwell. If symptoms are consistent with COVID-19, NHS guidance should be followed.
4. Volunteers are asked to stay away from practice if they have been asked to self-isolate or quarantine by NHS Test and Trace or as a consequence of travel abroad.
- 5. Recording will take place with as much ventilation as is possible. Please wear appropriate clothing to keep warm in a room which may have open windows and/or doors.**
6. Hand sanitiser will be provided at the door to the studio for volunteers to use on arrival and at any other time that they wish to do so.
- 7. Chairs will be spaced - please maintain this spacing, so that we can maximise the distance between volunteers – insofar as this is possible within the limitations of recording.**
8. On entering the studio, please consider wearing a face covering, to protect others, except when you are reading.
9. Volunteers are asked to inform the committee if they are given a diagnosis of COVID-19 within 7 days after attending a recording. In this situation, names will be kept confidential, but we will inform other volunteers who have been there at the same time that they may have been exposed to infection.