COVID General Guidance for Fundraising Group Events

Introduction

- This general guidance document is aimed at providing an overview of issues to be considered by fundraising groups arranging events during the current COVID 19 pandemic situation.

- It is important to note that each and every specific event requires its own Covid Specific Activity Plan to be completed and passed on to your community fundraiser who will seek confirmation if the event can go ahead. To ensure all events are COVID safe, planning will take longer than normal and so extra time should be built into the timeframe.

- During the COVID-19 pandemic, unauthorised fundraising may have a negative impact on charity reputation. It is imperative that you do not carry out any form of fundraising activity without sign off from the charity.

- Events includes but is not limited to: tea parties, galas, car boot sales, quiz nights, garden parties, fairs and fetes and other fundraising activity that you as a group are organising and encouraging member of the public to raise money.

Key Considerations

- Planning events is very tricky currently as government guidance and arrangements are changing regularly, including local lock downs and the potential for second country wide lock downs. This could significantly impact on the ability for people to attend events.

- Consideration should be given to timing of events and whether it is sensible to postpone until the situation has calmed down and there is more certainty.

- We request that you submit your Covid Specific Activity Plan six weeks prior to the event taking place. If you wish to run your event within six weeks, please speak to your community fundraiser first.

- Attending events must only be considered if government guidance (in your part of the UK) allows you to be out and undertaking the activity and you feel safe and comfortable doing so. Government guidance is changing regularly. You will be expected to keep an eye on local guidance in your area. You can find further information via the Useful UK government COVID sites website links below.

- Do not attend any event if you are shielding, if you have COVID 19 symptoms, have been diagnosed as COVID 19 positive or if you are self-isolating because you have been in contact with someone who is COVID 19 positive – if you require any further detail on this, please follow the relevant government link included at the end of this guidance.

- Events can be cancelled at the last minute due to COVID safety concerns either by yourselves, Marie Curie and following Government guidance.

EVENT PLANNING STAGES

Event Activity

Here are a few things to consider when planning an event you would like to hold:

- Social Distancing – can you deliver the event complying with social distancing guidance
- Track and Trace – are you able to keep a record of every participant/volunteer/supplier who is attending. These must be kept for 21 days after the event purely for the purpose of track and trace. You must NOT retain contact details with the intent to promote future fundraising campaigns and activities, this would be a breach of GDPR.
- Hand Hygiene – What provisions are currently in place or will you need to implement
- Enhanced cleaning regimes to keep indoor spaces clean
- QR Code (England and Wales only). For those who have downloaded the NHS COVID-19 app, they should scan in at your event. Please speak to your community fundraiser who will order this for you.

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Venue Suitability

- If you are hiring a venue to hold your event, such as a hotel or community centre, you should ascertain in writing the measures the venue currently has in place around COVID. All businesses are required to have COVID secure measures in place and you should expect them to provide written assurances around:
  - Individual health advice
  - Hand hygiene
  - Enhanced cleaning regimes
  - Physical distancing measures (including but not limited to – restriction on numbers, signage, posters, physical screens, barriers, one way systems etc...)
  - Additional control measures – e.g. wearing of a face covering, restrictions on animals and pets etc

You should find the following questions are useful to send to them. Always ask for this information in writing so you can refer back to it and send a copy to your community fundraiser.

1. What measure do they have in place to manage COVID risk?
2. Do they require the wearing of PPE and if so can they supply it or you do you do to? (including face masks, hand gel, gloves)
3. Are they imposing any restrictions at the venue i.e one way systems, reduced car parking on site?
4. Will you be able to use toilet facilities?

- Once you have this information, you need to consider whether their arrangements are good enough or if you have concerns around them. Discuss the measures in place with your community fundraiser.
- You will also need to consider whether all the measures in place can be complied with by Marie Curie teams/volunteers and event participants i.e can the venue safely accommodate the number of visitors you are expecting? Can social distancing be maintained?

If you are in doubt contact your community fundraiser for support.

EVENT PLANNING STAGE Key Supplies

You will need to include planning for key supplies and how to get these for your event.

**FACE MASKS**  
Bring along your own face covering for personal use, this can be a mask, scarf or buff. Consider if you will need additional ones for volunteers. Attendees should be briefed to bring their own (if the current government guidance dictates).

**ALCOHO-BASED HAND SANITISER**  
Minimum 70% alcohol content. You may not be able to use local site toilet facilities to wash your hands with soap and water

**DISINFECTANT WIPES**
To wipe over tables and surfaces, door handles, chairs, collection tins, buckets, contactless units etc.

**PLASTICS BAGS/ DUSTBIN LINERS**

For distributing kit to volunteers, and collecting any materials/kit being returned (tabards/t-shirts, cheer station materials etc) as well as with safe disposal of used disinfectant wipes, single use materials.

**FACE VISOR - OPTIONAL**

Discuss with your community fundraiser if the wearing of a face visor is required at your event. Not all venues will accept the wearing of a visor in place of a face covering – so please check beforehand and upon arrival. Visors should be worn in addition to a face covering/mask where face coverings are required, not in place of. If the venue you are holding your event at gives permission to wear a visor, please remember to wipe it over regularly with a disinfectant wipe.

**NB:** Your group must have clear responsibilities and arrangements in place to determine needs for hand sanitising gel, disinfectant wipes, dustbin liners etc for group members, volunteers and attendees. You can purchase these and expense back or contact your community fundraiser for advice. Please ensure there is hand sanitising gel and disinfectant wipes on tables to encourage usage throughout your event.

For assistance in sourcing of these items – please contact your community fundraiser.

For some events, that are outside your total control – you may need to include recommendations in your event guidance for participants on what to bring with them.

**Guidance for those attending your event**

- Do not attend the event if you are shielding, if you have COVID 19 symptoms, have been diagnosed as COVID 19 positive or if you are self-isolating because you have been in contact with someone who is COVID 19 positive. If you are unable to attend due to these reasons please contact the event organiser at (insert your group email here).
- You must follow current guidance from the government and venue on the volume of people allowed to attend. Where possible encourage individuals to pre-book their attendance beforehand. Non-registered attendees (i.e friends and family of attendees) MUST remain outside of the venue.
- Wash hands regularly with soap and water (if available during event).
- Please also bring hand sanitiser with you and use regularly (if soap and water is not available).
- Depending on government guidance (in your part of the UK) face covering may be mandatory. Please ensure you have one at the event.
- All participants should follow government guidelines if diagnosed as COVID positive including follow track and trace requirements.

**Planning Your Travel**

- Check local guidance in your area on driving and travel. You can find further information via the *Useful UK government COVID sites* website links below.

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Avoid sharing a car or vehicle with other people. Where this cannot be avoided, follow these processes:

- Limit to two people in a vehicle.
- Minimise the time in the vehicle.
- Ensure all people in the vehicle wear face coverings.
- Have windows open when the vehicle is occupied.
- Keep vehicle clear of personal items.
- Wipe down “touch points” in vehicle after use with detergent wipes.

Advised seating plan

Delivering your Fundraising Group Event

- If you arrive at the event and feel the level of protection provided by the venue does not meet guidelines and you feel unsafe, notify your community fundraiser or contact the emergency number 0800 304 7112 where you can discuss on the best course of action which may be to ask for additional support from the venue or to cancel the event.
- Familiarise yourself with any one-way system in place, or establish them yourself if required.
- Surfaces should be wiped down using normal detergent wipes suitable if no-one is symptomatic.
- If your location is inside a building, liaise with the venue on any additional covid-19 related restrictions or procedures in place which you will need to follow, and ensure are followed by your volunteers.
- Ensure physical distancing measures are followed by all team members, third parties, volunteers and event participants.
- Wash hands regularly and use hand sanitiser during the event and practice good hand hygiene.
- Always avoid physical contact with participants and maintain physical distancing.
- Ensure all parties wear face coverings or a face shield (if identified as required during the planning process).
- If a team member or event participant is COVID symptomatic during the event, they should go home and if they have interacted with other people at the event, a decision will need to be made whether it is safe to continue with the event or not – contact the emergency number 0800 304 7112 for advice and support if this occurs.
- The government process for track and trace should also be followed. This requires you to keep a record of everyone attending your event for two weeks after the event has happened. These details should be kept in a secure location, ideally a locked cupboard/box. You can request lockable boxes from your community fundraiser. If within those two weeks you are notified that any attendees or FG members have tested positive for Covid, please contact your community fundraiser to find out your next steps. After two weeks if there are no reports of anyone testing positive you must destroy the list (E.G shredding). You must not keep that document as a means to contact attendees for future activity.

Handling Money

Where possible use your JustGiving page or Trybooking for online ticket sales. Please speak with your community fundraiser if you don’t currently these set up. Where cash is exchanged/collected please follow the following cash handling guidance:
• Ensure you can follow good hand hygiene guidelines when dealing with the exchange of cash and ask the supporter to deposit the monies directly into buckets, boxes or goblets. If handling monies, wash your hands if you can use local site facilities, if not use your hand sanitiser. This is a better option than wearing gloves as they need to be single-use (e.g. disposed of after each box collection) to avoid transmission of the virus.

• Place the buckets, boxes and goblets in a plastic bag after the event.

Processing the money:
• You can process money straight away at a bank but remember not to touch your eyes or face whilst doing so. If you plan to process money straight away ensure you have your paying in book at the event. Wash your hands with soap and water and wipe down any surfaces the boxes/goblets have been on with a normal household detergent and cloth or detergent wipe.

OR
• Leave in the bag in a secure location for a period of 72 hours (current scientific research is indicating that the virus cannot stay on surfaces after this length of time) and then process.

Due to the current situation, the revised procedures are:
• Until 31st December 2020 it will be acceptable for you to deal with the cash by yourself (without a second person). After this date further guidance will be given.
• If possible empty straight into a cash counting machine at the bank.

Follow these safety procedures:
• Let a colleague, family member or friend know when you will be banking money
• Make sure you vary route and timing of visits to bank
• If there are several different banks in the area, vary your patronage
• Be aware of your surroundings at all times – try and bank in daylight hours
• Use an innocuous carrier that does not draw attention to the fact you are carrying money – perhaps a rucksack.
• Do not use buckets or cloth bags.
• If you are driving, park as near to the bank as possible
• If you envisage problems and need further advice, please contact your community fundraiser.
• Only you will know what can work for you. Your safety and security are the most important things, so please take care.

After your Fundraising Group Event has taken place
• At the close of the event put any perishable items in a bin bag and dispose of, ideally on site.
• Wash your hands with soap and water (if possible, at event location), if not when you get home.
• Wipe down touch points in vehicles with detergent wipes.
• Wash any clothing in accordance with the manufacturer instructions.
• If you or two or more attendees show signs of COVID systems follow NHS guidance, seek a test and notify the your community fundraiser.

Basic cleaning of a face shield
If you are wearing a face shield:
• Use detergent wipes to wipe down the face shield during the event and when you get home wash in warm soapy water.
• Always pack your face shield in a clear plastic bag when transporting it.

Useful UK government COVID sites:
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<table>
<thead>
<tr>
<th>Region</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></td>
</tr>
<tr>
<td>Wales</td>
<td><a href="https://gov.wales/topic/980/latest">https://gov.wales/topic/980/latest</a></td>
</tr>
</tbody>
</table>

If you have any queries please refer them to your community fundraiser as a first point of contact.

During the COVID-19 pandemic, unauthorised fundraising may have a negative impact on charity reputation. It is imperative that you do not carry out any form of fundraising activity without sign off from the charity.

Next Steps

Complete your **Covid Specific Activity Plan**, identifying any specific risks relating to activity at the event. This is available on https://www.mariecurie.org.uk/fundraising-group-resources/raising-money/organising-an-event or your community fundraiser can send you a copy.

You should also identify deadlines for when deposits or full payment for your event must be met, i.e. the hire of venues or suppliers.

Once completed send this to your community fundraiser for review.

Visit https://www.mariecurie.org.uk/fundraising-group-resources/raising-money/organising-an-event for guidance on event organising, activity plan template and other materials

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