

BuDS Remote, Office and Face-to-Face Working Policy During the Pandemic

1. As the pandemic changes, many people are returning to workplaces or attending face-to-face meetings. BuDS therefore needs to have a policy about this for our own staff and volunteers.

Remote Working

2. BuDS will always remain a charity where anyone who wishes to do so can work remotely from home. Trustees have no intention of changing BuDS to a charity where people must travel to an office to work. Remote working works better for many people, especially disabled people, and so we will continue remote working indefinitely, whatever happens with the pandemic.

Office Working

3. Some people have a strong emotional or social need to work alongside other people, or they may have barriers to remote working which are hard to overcome. Meeting your colleagues and friends face-to-face from time to time is also important for many people to build relationships.
4. For these people, if it is possible to do so, BuDS will try in 2023 to provide a convenient safe office location. But no-one will be required to attend it – going there will be voluntary for all staff and volunteers. If staff or volunteers want to attend the office, either to work or for meetings, rules will apply to make the office safer. We will set the exact rules depending on the pandemic circumstances at the time.

Face-to-Face Meetings

5. As the pandemic progresses, organisations that BuDS works with may ask BuDS staff or volunteers to attend face-to-face meetings, or BuDS staff or volunteers may wish to meet up for work reasons or to build up relationships.
6. No-one will be required to attend face-to-face meetings if they do not wish to do so – attending face-to-face meetings will be voluntary for all staff and volunteers. If the meeting is requested by a partner organisation, staff and volunteers are free to decline to attend and ask for a remote meeting. If there are difficulties, talk to your team enabler or line manager.
7. If staff or volunteers are willing to attend a face-to-face meeting, the following rules will apply to make the meeting safer. BuDS has a duty of care to its staff and volunteers, and we are concerned to keep everyone safe and avoid any legal problems for the charity. Therefore, these rules are binding on all staff and volunteers when acting in their BuDS capacity. We appreciate that these rules are stricter than those recommended by the Government.
 - a. We strongly discourage staff and volunteers who have been fully vaccinated from taking part in face-to-face meetings. Anyone choosing to take part in face-to-face meetings without being fully vaccinated does so at their own risk.
 - b. Face-to-face meetings should take place **outside a building** unless this is impossible.
 - c. If you take part in an outside meeting and can keep at least 1 metre from other people, BuDS does not require face coverings to be worn, but you can still do so if you wish.
 - d. If you take part in an outside meeting and cannot keep at least 1 metre from other people (eg if you need to gather around a table), BuDS **requires** staff and volunteers to wear FFP2 facemasks (see below)

- e. If it is impossible to meet outdoors, the building **must** meet Covid-safe guidelines and in particular the room where you meet must be well ventilated with fresh moving air. This must be confirmed by the meeting organiser or building manager before attending.
 - f. BuDS **requires** staff and volunteers to wear FFP2 facemasks (see below) while attending indoor meetings, even if this is not required by the meeting organiser or building operator. Those attending the meeting should inform the organisers of the BuDS rules before attending.
 - g. There should be no physical contact with other people at meetings, whether outside or inside, and hands should be washed or sanitised before and after the meeting.
 - h. BuDS staff or volunteers attending a face-to-face meeting must take a lateral-flow Covid test 24 hours before and 48 hours after the meeting and report the results to us. BuDS will refund the cost of purchasing tests.
 - i. If the meeting involves other people from outside BuDS who will not comply with these rules or who object to them, staff and volunteers **must** talk to their team enabler or line manager about what to do next. If people from outside BuDS stop complying with these rules during the meeting (eg asking people to remove face coverings or closing windows), BuDS staff and volunteers **must withdraw** from the meeting immediately, stating that they are required to do so by BuDS policy.
8. We will review the Face-to-Face meetings part of this policy every six months.

Travelling on BuDS Business

9. If travelling on BuDS business, for example to attend meetings, the following rules will apply to make the journey safer. BuDS has a duty of care to its staff and volunteers, and we are concerned to keep everyone safe and avoid any legal problems for the charity. Therefore, these rules are binding on all staff and volunteers when acting in their BuDS capacity. We appreciate that these rules are stricter than those recommended by the Government.
- a. You should aim to travel in your own car alone or with members of your bubble or household rather than using public transport
 - b. If you have to use public transport while on BuDS business, we **require** staff and volunteers to wear FFP2 facemasks (see below) while travelling, even if this is not required by the transport service. Choose times when the service will be quiet and avoid other people when using public transport, and make sure your space is well-ventilated.
 - c. Do not travel with another BuDS member of staff or volunteer unless this is unavoidable.

Face Coverings

10. BuDS may require staff and volunteers to use FFP2 'personal protective equipment' filter masks when meeting others on BuDS business. BuDS will provide masks as needed.

Agreed by Trustees: January 2023