

Covid-19 guidance in Bolton

Bolton CVS is committed to providing support and information to voluntary, community and social enterprise organisations around COVID-19 (coronavirus). We have produced the below guidance for our members and partners and will support you to assess what the impacts might be. We will update this page when new information is available.

What is COVID 19?

A coronavirus is a type of virus that are common across the world, novel coronavirus (COVID-19) is a new strain of coronavirus.

Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

There is currently no vaccine to prevent COVID-19 acute respiratory disease. The best way to prevent infection is to avoid being exposed to the virus (see tips below).

What is the risk level?

The Chief Medical Officers have declared that the risk of the virus is moderate, this does not reflect the risk to individuals but ensures that government, local authorities and NHS organisations are planning for all eventualities.

The current situation is that there is a very small risk to most people, although there are some obvious exceptions which are outlined below. The advice is changing almost daily, the VCSE support organisations in your area will continue to work with Public Health England, their local authority and NHS organisations to share timely and relevant information with the public and our partners.

The advice from Public Health England, NHS England and Local Authorities is that we continue with our regular activities and follow the prevention advice that follows:

What is the best way of preventing the spread?

There are general principles you can follow to help prevent the spread of respiratory viruses, including:

- Wash your hands often - with soap and water for at least 20 seconds. Use a hand sanitiser that contains at least 60% alcohol if soap and water are not available. This is particularly important after taking public transport
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick

- If you feel unwell, stay at home, do not attend work or school
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin [Download the 'Catch it, Bin it, Kill it' poster here](#)
- Clean and disinfect frequently touched objects and surfaces in the home and work environment
- If you are worried about your symptoms, please call NHS 111 or visit the [NHS website](#)
- Do not go directly to your GP or other healthcare environment.

Current Advice

[Latest Government Stay At Home \(self-isolation\) advice](#)

Guidance for Voluntary, Community and Social Enterprise Organisations

NCVO (National Council for Voluntary Organisations) has released some very useful guidance which you can find here: www.ncvo.org.uk/practical-support/information/coronavirus

You should think about business continuity planning (planning to keep your group and your key activities going). NVCO have produced a document on Organisational Resilience which can help you think this through:

[Download NCVO's Organisational Resilience checklist](#)

Small Charities Coalition has produced [useful information for small groups and charities](#)

Business Continuity Planning

We suggest that you should plan for keeping your organisation running in the event of a range of emergencies. A simple plan may include:

- The emergency contact details for your team and members in case you need to close, who needs to know?
- Having processes in place to allow home working should the need arise. If your building is closed or your team have to isolate themselves how will you continue to operate?
- How you support members / beneficiaries by phone rather than face to face
- What difficulties and issues will arise if your team are off sick, and how will you manage them?
- How you will manage expectations of members, beneficiaries, and stakeholders including commissioners?

Please contact Bolton CVS on 01204 546010 for further support and guidance on continuity planning.

Guidance On Holding Events

- If you are planning events which will bring together large numbers of people, keep your plans under review. If your events depend on volunteers, be aware that some may prefer to stay home.
- Some of your service users or beneficiaries may be more at risk or highly concerned about the virus. This may deter attendance at events.
- In the coming weeks, the government will be introducing further social distancing measures for older and vulnerable people, asking them to self-isolate regardless of symptoms. The government will clearly announce when they ask the public to move to this next stage.
- Ensure that you provide hand washing facilities (hot water and soap) and encourage people to wash their hands.
- If you are hosting a formal meeting, such as an AGM, plan for reduced attendance or the need to move locations or times.
- Refer to your organisation's governing document to see what it says about remote participation and quorum.
- Check cancellation policies for venue bookings you've made or are about to make.

Consider printing and displaying these Government and NHS posters:

[Coronavirus public information poster](#) PDF 549.6KB

[Catch it, Bin it, Kill it poster](#) PDF 425.1KB

Please contact Bolton CVS on 01204 546010 for further support and guidance.

Bolton CVS will continue to provide updates around this issue. Our upcoming events and training are currently continuing as planned, and our office remains open during usual hours. You can keep up to date with the latest from Bolton CVS on our website, Twitter and Facebook.

Members of the Bolton CVS team are keen to support you to think through what the potential impacts might be for your group and organisation. If you would like support please contact us on 01204 546010 or email info@boltoncvs.org.uk (please include Coronavirus in the title of your email).

Local Guidance

Healthwatch Bolton [have information on their website](#)

[Bolton Council are providing updates on their website](#)

Government and Public Health Advice

NHS

[NHS 111 Online \(COVID-19\)](#): Find out what to do if you think you have symptoms

[NHS Coronavirus health information and advice](#)

[NHS Coronavirus Common Questions](#)

UK Government

[Coronavirus \(COVID-19\): UK government response](#)

[Guidance for employees, employers and businesses](#)

[Guidance for health professionals, businesses, schools and other organisations](#)

[Public Health England Blog](#): Includes daily updates and FAQs

[Latest travel advice](#): Contains latest advice on foreign travel from the Foreign &

Commonwealth Office

[Countries and specified areas affected by COVID-19](#) with implications for returning travellers or visitors arriving in the UK:

[Public Information Materials including posters](#)

Greater Manchester Voluntary, Community, Faith and Social Enterprise Support Organisations

Please contact one of the below organisations if you're looking for support in other boroughs of Greater Manchester:

Greater Manchester:

- 10GM - www.10gm.org.uk
- GMCVO - www.gmcvo.org.uk
- Bolton: Bolton CVS - www.boltoncvs.org.uk
- Bury: Bury Voluntary, Community and Faith Alliance (VCFA) - www.buryvcfa.org.uk
- Manchester: Manchester Community Central - www.manchestercommunitycentral.org
- Salford: Salford CVS - www.salfordcvs.co.uk
- Stockport: Sector 3 - <http://synergysk.co.uk>
- Trafford: Thrive Trafford - www.thrivetrafford.org.uk
- Wigan: Wigan Borough Community Partnership - www.wbcommunitypartnership.org