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|  | **The Salvation Army**  **United Kingdom Territory with the Republic of Ireland**  **Coronavirus Response Document**  Corps Pandemic Response Plan | Issued:  Review by: Strategic (Gold) Team |

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| **DATE OF PLAN** |  |

# Introduction and Purpose

The current Coronavirus pandemic outbreak could severely impact our ability to carry out our mission and deliver services. The circumstances also creates opportunities for The Salvation Army to serve people appropriately. The aim of this document is to provide corps with a framework for preparing a response plan.

Additional guidance will be provided as the situation develops. This will be communicated with personnel via existing communication channels (email and OurHub).

# Scope

This plan applies to all the activities associated with the corps named below.

# Location Details

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| **CORPS** |  |
| **FULL ADDRESS** |  |
| **Main Mobile Telephone Contact Number** |  |
| *It is recommended not to use a landline number as a building may be closed during the pandemic.* | |

# Responsible Persons

Two Responsible Persons should be assigned to each corps who are not related to each other. One should be the Corps Officer (if appointed). Two names are required in the event of one falling ill.

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| NAME: |  |  |
| ROLE: |  |  |
| EMAIL: |  |  |
| MOBILE: |  |  |
| PHONE: |  |  |

# Assessing areas of Mission / Service

In planning for a pandemic, one of the Responsible Persons should review local needs and arrangements by completing the Corps Impact Assessment (CIA) below. Please keep regular note of the advice given by leadership on Our hub – it is a vital addition to this document.

1. **Activity:** List out all the key Corps activities and processes. This includes such things as worship, community  
    based programmes, administration etc.
2. **Impact:** Of stopping, reorganising or starting a new response to a mission critical need in the community. Careful   
    consideration should be given to the impact on particulary vulnerable or maginalised groups (e.g. social   
    isolation, lack of local services etc.)
3. **Response to impact:** What action could be taken to reduce the risk?

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| **1.Activity** | **2. Impact to worshipping community** | **3. Impact to local community** | **4. Response to impact** |
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# Key Contacts

In the event the responsible persons are not able to function in that role, list those who may be able to make day to day decisions for the Corps in order of priority.

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| **Contact Name** | **Role/Job Title** | **Contact Details (Work)** | **Contact Details  (Out of hours)** |
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# Response

1. Make sure you know how to spot symptoms.
2. Raise awareness infection control procedures, particularly thise covering hand hygiene.
3. Where provided on Our Hub, put up relevant educational posters in strategic locations at your site
4. Refer to Our Hub regularly for general guidance, for example event planning and travel
5. Understand the procedures you should follow in case someone in the workplace or activity develops the virus. Refer to Our Hub for guidance.

# Cleaning

1. Review site cleaning arrangements and make any improvement appropriate to the circumstances.
2. Arrange for routine cleaning of all frequently touched surfaces, such as door handles and countertops.
3. Ensure adequate amounts of cleaning materials are readily available.

# Sharing the Plan

1. Share the plan with local officers and the Corps Council.
2. This document should be printed and stored in an accessible place.

# Communications

1. Media enquiries should be referred to the Communications team at THQ or your Service Centre. Personnel should not communicate to external parties, such as the media, without appropriate authority or training.
2. Communication with corps members and the community should be maintained through channels not affected by the pandemic – social media, phone calls, etc.

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| **Date:** | **Version:** | **Author:** | **Amendments** |
| 17/03/2020 | 1 | Daniel Wills | none |