What can voluntary and community organisations do to prepare for Coronavirus?

Here are some quick questions to get your thinking started:

• Is everyone aware of the advice on how to avoid catching and spreading Coronavirus? https://www.nhs.uk/conditions/coronavirus-covid-19/
• Does everyone know what they should do if they have symptoms that they are worried might be Coronavirus?
• Have you emphasised that it's important that staff or volunteers with Coronavirus symptoms isolate themselves and seek advice, rather than try and come in to work, even if there's no one else who can obviously take on their tasks and responsibilities?
• Are any of your staff and volunteers particularly vulnerable to serious symptoms if they catch Coronavirus (for example, because of pre-existing medical conditions), and if so, can you change the way they work in order to reduce the contact they have with other people?
• Are there any tasks that only one member of staff, or one volunteer knows how do? Or important information that only one person has access to? Can you spread these skills and knowledge to other people to increase your organisation's resilience?
• Can you avoid having many of your staff and volunteers in the same place at the same time?
• Are any staff or volunteers who can work from home?
• Are staff who can work from home taking their laptop and other equipment home in case they need to self-isolate, look after children, or find they need to work from home for other reasons?
• Could you replace some of your meetings or events with telephone calls or online meetings?
• If your work usually involves supporting people face to face, are there other ways you could do any parts of this in the short term?
• Have you thought about other people and organisations who might be able to help out if many of your staff and usual volunteers become unavailable?

We know that these suggestions are going to feel strange to many organisations that are used to working closely with people face to face – and that some of them will be impossible to implement for some organisations. Don't worry, they're just designed to get you thinking, and there's no perfect solution.