



Sodexo guidance on community volunteering during Coronavirus (Covid-19) Pandemic

IMPORTANT – safety first

Do not volunteer or continue to volunteer if your actions would create a risk to your own health (or the health of others) or otherwise contravene the applicable UK Government and Health Service Executive (Republic of Ireland) guidance.

The situation is constantly evolving, so please continue to monitor developments as they occur on both [Sodexo Net](#) and [Your Sodexo](#).

Your support

The challenges currently being experienced as a result of Coronavirus (Covid-19) are unprecedented and sadly impacting on many vulnerable people in our communities.

At Sodexo our employees are passionate about supporting our local communities and we want to provide some guidelines and information to our colleagues who would like to volunteer during this period.

Continuing to volunteer

Our long-term and well-established charity partners – FareShare and Trussell Trust – continue to carry out their valuable work during this difficult period. Due to social distancing measures all corporate group volunteering has currently been put on hold, however individual volunteering opportunities are available.

As lockdown eases some of our other charity partners are offering volunteering opportunities. Please look out for emails and/or announcements as these will be local opportunities. You can also volunteer with a charity of your choice for one day.

Please remember to log your efforts on the [Stop Hunger Goodness Platform](#), by selecting 'Track Volunteer Time' under the 'Volunteer' tab. By doing this you are helping us to see all the great work you are doing to support your local communities.

Our top priority is always to protect the health and safety of our employees, clients, suppliers and communities and as such any employee who is engaging in (or considering engaging in) any in-person volunteering should not volunteer or continue to volunteer if their actions would create a risk to their own health (or the health of others) or otherwise contravene the applicable law or UK Government and Health Service Executive (Republic of Ireland) guidance.

Employees who wish to volunteer must ensure that they:

- Are not part of an 'increased risk group' e.g those being asked to follow stringent social distancing guidelines. This group includes:
 - Anyone aged 70 or older (regardless of medical conditions);



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- Anyone under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds); and
- Those who are pregnant.
- Are feeling fit and well, and in particular, that they do not have any symptoms linked to Coronavirus, in particular;
 - A new continuous cough and/or;
 - High temperature (of 37.5 degrees centigrade or higher).
 - Loss or change to your sense of smell or taste

Should you have any of these symptoms please visit the dedicated [UK Government](#) and [Health Service Executive \(Republic of Ireland\)](#) websites for advice and support.

- Are aware of, consult daily and comply with any UK Government or Health Service Executive (Republic of Ireland) guidance and restrictions which are issued from time to time regarding social-distancing, travel, site access or any other health guidance and restrictions, recognising these can change quickly. These are available on [Sodexo Net](#).
- Receive a safety brief from the charity representatives at the site and listen carefully to all site and task safety information before undertaking any volunteering activity. Use all Personal Protective Equipment allocated, without exception. Remember the 'Three Checks for Safety' and before you start any task, do the three checks:
 - Do I know how to do the job?
 - Do I have the right equipment?
 - Is my environment safe?

In addition, check whether the proposed activity also complies with the latest applicable UK Government and Health Service Executive (Republic of Ireland) guidance. If the answer is 'no' to any of these checks, STOP and share concerns with the charity representative leading your event.

If your volunteering includes the use of the company car, please email <mailto:vehicle.costs@sodexo.com> providing the following information:

- Name and employee number
- Registration of company vehicle
- Date you are commencing volunteer work
- Advise if there are any high value/hazardous or unusual goods being carried

Please note – we are third party only insured and do not have goods in transit insurance so any theft/loss of goods from within a vehicle would not be covered under our insurance policy.

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Volunteering with Stop Hunger

If you would like to volunteer with one of the two following charity partners, please visit the links below and remember to let them know you are a Sodexo employee. Please remember to track your time on the [Stop Hunger Goodness Platform](#).

- [FareShare](#)
- [Trussell Trust](#)

Additional support and information

For any questions relating to Coronavirus, please visit [Sodexo Net](#) or [Your Sodexo](#).

For any questions relating to volunteering, please contact the [Stop Hunger UK & Ireland team via email](#) and someone will be in touch as soon as possible.

Version	Date	Update from previous version
1	26 March 2020	Original version
2	1 April 2020	Updates on: <ul style="list-style-type: none"> • NHS Volunteer Responders paused • Link to government volunteering guidance added • Scotland Cares information added
3	6 April 2020	Updates on: <ul style="list-style-type: none"> • Using company car while volunteering
4	3 August 2020	Updates on: <ul style="list-style-type: none"> • Removed unavailable volunteering opportunities

