

Delta Therapy Dogs Community Fundraising COVID-19 Guidelines



1.0 GENERAL

These guidelines have been developed to provide guidance to Delta fundraisers, program coordinators and other stakeholders engaged community fundraising with Delta Therapy Dogs, and should be read in conjunction with Delta's COVID-19 Safety Plan.

We are taking a stepped approach as we return to in-person activities. Delta will continue to monitor advice closely, and if necessary will move up OR down these steps as the situation improves or declines.

Delta has identified appropriate conditions for movement between these steps, and will advise the relevant stakeholders when we are moving from one step to the next.

Fundraisers, and program coordinators are responsible for monitoring the communications that are distributed by Delta, reading these carefully, and adhering to policies and procedures, and all other directives contained within.

2.0 DEFINITIONS

Designated space: An area set aside by the Host Venue where in-person community fundraising may take place during the COVID-19 pandemic. Designated spaces are put in place to allow for safe interactions that minimise the risk of infection and that allow for physical distancing requirements.

Fundraising: Any activity with the objective of raising money in the community to support the charitable work of Delta Therapy Dogs.

Host Venue: Any space that hosts representatives from Delta Therapy Dogs to participate in fundraising activities.

Record-Keeping: The act of keeping records for the purpose of COVID-19 contact tracing. All other financial records with regards to fundraising must be kept as per normal state and territory legislation.

Fundraiser: Any person who is an authorised fundraiser on behalf of Delta.

Worker: Refers to any Delta Society Australia employee or contractor.

3.0 SCOPE

These guidelines and definitions apply to Delta's Workers, Fundraisers and Host Venues who participate in fundraising activities on behalf of Delta Therapy Dogs.

4.0 GUIDELINES

Step 1: Online - Digital Fundraising

COVID-19 Safe Practice	As it Applies to Step 1
Wellbeing of our people and animals	Fundraising will be via online platforms only, and may not take place in-person. However Fundraisers are still required to advise Delta if they are a confirmed case of COVID-19 so that medical clearance can be sought before progressing to any in-person Fundraising.
Physical distancing	Fundraisers and Workers must adhere to any government restrictions on movement, and if any Fundraiser, Worker or Host Venue is in an area where there are restrictions, digital Fundraising is the only option available to them until such time those restrictions are lifted.
Hygiene and cleaning	This practice is not applicable for Fundraising at Step 1.
Record keeping	Additional record keeping is not necessary at this stage.

Step 2: Online - Digital Fundraising

Though some aspects of Delta's program delivery may take place in-person at Step 2, Delta Fundraising in the community must still only occur online to minimise the risk of community transmission of COVID-19.

COVID-19 Safe Practice	As it Applies to Step 2
Wellbeing of our people and animals	Fundraising will only be via online platforms and may not take place in-person. However Fundraisers are still required to advise Delta if they are a confirmed case of COVID-19 so that medical clearance can be sought before progressing to any in-person Fundraising.
Physical distancing	Fundraisers and Workers must adhere to any government restrictions on movement, and if any Fundraiser, Worker or Host Venue is in an area where there are restrictions, digital Fundraising is the only option available to them until such time those restrictions are lifted.
Hygiene and cleaning	This practice is not applicable for Fundraising at Step 1.
Record keeping	Additional record keeping is not necessary at this stage.

Step 3: In-person – regular environment, controlled interactions, COVID-19 Safe Practices.

In addition to the requirement detailed in Delta's COVID-19 Safety Plan:

COVID-19 Safe Practice	As it Applies to Step 3
Wellbeing of our people and animals	<p>A Delta Fundraiser or Worker cannot attend an in-person fundraising activity if the Fundraiser, Worker or Therapy Dog is sick, or is a confirmed case of COVID-19.</p> <p>The Host Venue must provide a copy of their COVID-19 Safety Plan to Delta prior to the activity, and ensure any unwell participants do not attend the activity.</p>

	<p>A Fundraising activity must not take place at a Host Venue if the venue or surrounding area has gone in to lock-down due to suspected or confirmed case/s of COVID-19. This applies from within 28 days of the last identified case.</p> <p>If any of the above requirements are not met then the Fundraiser must be delivered digitally as per Step 1 and 2.</p>
Physical distancing	<p>A Delta Worker or Fundraiser must be present to assist in facilitating interactions in line with physical distancing.</p> <p>Any Designated Space for an in-person fundraising activity must allow for 1 person within 4 square metres.</p> <p>Fundraisers and Workers must maintain a 1.5 metre distance between themselves, each other and members of the general public. Interactions between TDTs and participants must remain one-on-one.</p> <p>Any other government directives around gatherings and physical distancing must be adhered to.</p>
Hygiene and cleaning	<p>Fundraisers must wash or sanitise their hands on arrival to the site, and in-between interactions.</p> <p>The Host Venue must ensure cleaning and sanitisation of the space where the fundraising activity is held prior to, and after the activity, including all surfaces and desktops. The Host Venue must provide easy access to facilities for hand washing and alcohol-based sanitiser for attendees on site.</p> <p>As is normal practice, Therapy Dogs need to be clean and parasite free before entering a Host Venue and being present at any Fundraiser. The dog's collar, bandanna and leash must be cleaned and disinfected before and after attending the Host Venue.</p> <p>Fundraisers must wash their hands when the activity has concluded, and thoroughly clean any activity materials and equipment (including but not limited to portable water bowls, Delta bandanna and Delta uniform).</p>
Record keeping	<p>Fundraisers and Workers must inform Delta of in-person Fundraising activities prior to the Fundraiser being held, including the names and contact information of Fundraisers and Workers who will be fundraising on behalf of Delta.</p> <p>The Host Venue must maintain contact details (name and phone number or email address) of attendees at the fundraiser, including members of the general public, for the purpose of contact tracing for up to 28 days from the activity. Contact details must then be securely destroyed within 90 days.</p>

Step 4: In-person – ‘COVID-19 Normal’

The requirements detailed in Delta’s COVID-19 Safety Plan will in most part no longer be applicable, however it is expected that there will be ongoing caution around COVID-19 which will fall under the organisation’s usual WHS and Infection Control policies and procedures.

COVID-19 Safe Practice	As it Applies to Step 4
Wellbeing of our people and animals	<p>A Fundraiser or Worker cannot attend a Fundraiser if they are a confirmed case of COVID-19.</p> <p>A Fundraiser or Worker cannot hold a Fundraiser at a Host Venue that has gone in to lock-down due to suspected or confirmed case/s of COVID-19.</p> <p>If either of the above are the case, then the Fundraiser must be delivered digitally as per Step 1 and 2.</p>
Physical distancing	<p>Fundraisers and Workers must maintain a 1.5 metre distance between themselves, each other and members of the general public. Interactions between TDTs and participants must remain one-on-one.</p> <p>Any spaces where TDTs are visiting must allow for capacity not greater than determined by the relevant state and local regulations.</p> <p>Any other government directives around gatherings and physical distancing must be adhered to.</p> <p>A Delta Worker or Fundraiser must be present to assist in facilitating interactions in line with physical distancing.</p>
Hygiene and cleaning	<p>As is normal practice, Therapy Dogs need to be clean and parasite free before entering a Host Venue and being present at any Fundraiser. The dog’s collar, bandanna and leash must be cleaned and disinfected before and after attending the Host Venue.</p> <p>Immediately before and immediately after any contact with the Therapy Dog, Beneficiaries and other members of the community must wash or sanitise their hands.</p> <p>Fundraisers and Workers must wash or sanitise their hands upon arrival at the Host Venue, and again when exiting the Host Venue.</p>
Record keeping	<p>Fundraisers and Workers must inform Delta of in-person Fundraising activities prior to the Fundraiser being held, including the names and contact information of Fundraisers and Workers who will be fundraising on behalf of Delta.</p>

5.0 RELATED POLICIES AND PROCEDURES

- COVID-19 Safety Plan
- Delta Therapy Dogs Program COVID-19 Guidelines
- Delta Paws the Pressure Program COVID-19 Guidelines

- Delta Classroom Canines / School-based Therapy Dogs Programs COVID-19 Guidelines
- Delta Dog Safe COVID-19 Guidelines
- Delta Institute COVID-19 Guidelines
- Delta Operations COVID-19 Guidelines
- Response to COVID-19 positive case procedure

6.0 VERSION HISTORY

V3.0, November 2020

Last updated by Elizabeth Thompson