



International Public Fundraising Council (IPFC)

***Common commitment
and recommendations
of the members***

***Specific F2F safety standards in times
of Covid-19 Pandemic***

Release date : 7th May 2020

CORONAVIRUS (COVID-19)

HOW TO PROTECT YOURSELF AND YOUR TEAM BASIC PROTECTIVE MEASURES AGAINST

THE NEW CORONAVIRUS DURING STREET, INDOOR AND DOOR TO DOOR MISSIONS :



WEAR A PROTECTIVE FACE SHIELD VISOR OR AN APPROVED PROTECTIVE FACE MASK.



WASH HANDS FREQUENTLY AND AT EACH BREAK WITH SOAP OR HYDRO-ALCOHOLIC GEL.



DISINFECT YOUR HANDS WITH THE AVAILABLE HYDRO-ALCOHOLIC GEL AFTER EACH ENCOUNTER.



USE HYDRO-ALCOHOLIC GEL TO DISINFECT YOUR TABLETS AFTER EACH SIGNATURE.



AVOID ALL PHYSICAL CONTACT DURING ENCOUNTERS.



BETWEEN TEAM MEMBERS, FAVOR ALL GREETINGS WHICH DON'T INVOLVE USING YOUR FACE OR HANDS.



IF YOU HAVE FEVER, COUGH AND DIFFICULTY BREATHING, REPORT IMMEDIATELY TO YOUR TEAM LEADER.

CONVEY THESE INSTRUCTIONS TO ALL OF YOUR COLLABORATORS AND PROVIDE THEM WITH HYDRO-ALCHOLIC GELS.

Provide for all legal obligations before restarting any F2F fundraising activity

- All F2F providers and NPOs producing in house F2F fundraising programs first have to ensure the restart of fundraising activities is compliant with government recommendations and/or requirements.
- Where there has been an established containment policy put in place by government authorities, verify that the code of safety standards provided by your country specific self-regulatory association complies with the deconfinement protocol.

Ensuring safety of F2F fundraisers and the public

Recommended basic hygienic protective measures of face-to-face fundraisers

Fundraiser and community safety should address relevant government and public health advice on the following:

- Personal hygiene
- Appropriate use hydro-alcoholic gel with recommended levels of alcohol content
- Avoid all physical contact during encounters.
- Avoid touching the face with hands.
- Avoid coughing in hands. Coughing should only be in the elbows or in hankerchief.
- Avoid contact between team members, favour all greetings which don't involve using face or hands.
- Keep a 1 to 1,50 meter distance at any moment with the public as well as with the fundraising team members.
- Promote conversations with the public that protects the face of the fundraiser with a mask or a visor.
- For door to door fundraising, conversations should take place outside the entrance of the house and observe social distancing guidelines.
- Avoid conversations with people suspected of belonging to the risk group (old age, obvious respiratory diseases).
- Avoid conversation with more than one person at a time.

Recommended protection devices for face-to-face fundraisers on site

- F2F fundraisers should wear face protection covering the mouth and the nose (masks or visors).
- F2F providers or NPO producing inhouse F2F programs should consider providing the following to their employees prior to restart:
 - Face protective devices for their fundraising activities as well as for public transport.
 - Hydro-alcoholic gel or portable hand soap sheets
 - Disinfecting wipes or alcohol pads.

Working areas

- F2F fundraising sites should be selected with strong adherence to government and public health and safety guidelines.
- The size of the team should be related to the size of the fundraising area and meet government and public guidelines for public gatherings.

Working devices

- All work devices and work device cleaning should adhere to workplace safety and cleaning policies as advised by government and public health officials.
- Avoid policies or processes which require physical contact. If this unavoidable, devise policies which adhere to government and public health guidelines. This includes but is not limited to engagement devices, payment processing and welcome packs.
- Fundraising methods which require use of a table, stand or kiosk should be cleaned in accordance with government and public health guidelines, at recommended intervals as a minimum standard.

Job interviews & Trainings

- In the interest of public health and safety, trainings and job interviews should be organised through video conferencing, when possible.
- In-person job interviews and trainings are realised in spacious locations and are limited to meet social gathering restrictions, in work areas that are disinfected in accordance with public health guidelines specific to each country, or outdoors.
- Trainings should integrate a complete code of safety conducts for each F2F fundraiser and should be provided to staff at consistent and regular intervals to ensure compliance.

Prevention of the contaminations

- All face-to-face fundraising staff, especially managers, are trained to identify and report Covid-19 symptoms in a way that complies with privacy requirements for medical information.
- Any staff exhibiting symptoms such as fever, cough and difficulty for breathing should be referred to a doctor.
- Additional employee testing and health should be considered in accordance with acceptable practices.

Dashboard of complaints from the public

- All the public complaints are registered and analysed to follow the evolution of the public acceptance for F2F fundraising during the Covid-19 crisis.

IPFC Members and associated organizations Members :

Founding Members :

• **Austria** : QUIF

<https://www.fundraising.at>

• **France** : AMRAC

<https://www.amrac.fr/>

• **Germany** : QISH

www.qish.de

• **Hong Kong**: F2F Monthly Giving Alliance <https://www.f2f.org.hk/en/face2face.html>

• **UK**: Fundraising Regulator: <https://www.fundraisingregulator.org.uk>

Associates :

• **USA**: PFFA <https://www.pffaus.org/> (confirmed).

• **Australia**: PFRA <https://www.pfra.org.au/> (to be confirmed)

• **New Zealand**: PFRA <https://www.pfra.org.nz/> (to be confirmed)

International Public Fundraising Council

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Contact

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