**Guidance for collecting equipment from/returning equipment to colleagues**

* These visits must be socially distanced, outside and time efficient.
* They must be agreed in advance by Team Leader for Deaf CYP or Assistant Team Leader.
* If multiple team members need to collect/return equipment, these visits should be staggered. They must not be at the same time.
* Time/day to be pre-arranged between the two parties.
* For the purposes of these visits we would suggest that staff members use a large plastic box for doorstep exchanges.
* Both parties should wear a mask supplied by NCC throughout the transaction and have washed or sanitised their hands immediately prior to the transaction.

**Collecting equipment**

* Place your plastic box outside the front door.
* Step back and phone or message to say you have arrived.
* Colleague to place the item(s) you are collecting in your plastic box, having already sealed them in a bag supplied by NCC, and without touching the box.
* Colleague to step back whilst you pick up the box and place it in your car boot.
* Leave the contents in the box for 72 hours before unpacking, ideally in your car boot.

**Returning equipment**

* The staff member making the visit should phone or text the staff member they are visiting on arrival.
* Colleague to place their empty box outside the front door.
* Place your return(s) in the box, pre-sealed in a bag supplied by NCC, without touching the box, and step back
* Colleague to leave the contents in the box for 72 hours before unpacking.