

Portishead Philatelic Society

New Rules relating to the Covid 19 Pandemic

I am pleased to let you know that I have made arrangements to resume circulating the packets on the circuit with effect from Monday 29th March 2021.

This must, however be done strictly according to the rules laid out below.

We must remember that the virus is still actively circulating, so we must protect ourselves at all times and abide by the regulations laid down by our Government.

If you do not feel comfortable with these arrangements, please let me know so that I can leave your name off the circulation list until you are ready.

1. Boxes should not be passed on directly by hand, simply place them on the doorstep for the receiver to pick up, maintaining the regulation two metre distance.
2. When the boxes have been passed on, please print the name of the receiver and the date on both remittance slips (the name of the person receiving i.e. member, spouse or partner. Do not ask them to sign.
3. You must not accept boxes if you are self-isolating or been diagnosed positive for the virus.
4. Similarly, the same applies if you have boxes in your possession, in which case please inform me immediately.
5. **No money in any form must be left in any box**, any payments must be made directly to me and not through a third party, preferably by cheque or bank transfer. I do not wish to receive cash for obvious reasons. Bank details may be obtained from myself, John Stuchberry, Brian Ladd or David Butterworth.
Money left in boxes is not covered by our insurance.
6. When a bank transfer is made, please email me with a copy of the slips and the date. I do not need to see the originals.
7. Where a small amount is involved, please email me copies of the slips so that I may keep a record. When a sufficient amount has built up please then make your payment.
8. Only two boxes at a time must be passed on at any one time. If you are for some reason in possession of more, travelling in the same direction, please hold back the others for 7 days before passing them on. **This must be strictly adhered to.**
9. Care should be taken when handling the material, observing the requirements of washing your hands and sanitise before and after handling.
10. All boxes and money received here will not be dealt with for at least 2 days.
11. All of this will place a great deal of work on my shoulders, so I must ask you to comply and try to ease the pressure.

I have checked with our club insurance and must tell you that any loss or damage arising directly or indirectly as a result of Communicable disease is **NOT** covered. Please therefore act responsibly.

Don Kenwood
Packet Secretary
29th March 2021