**Email/Letter Template for tightening restrictions/local lockdowns**

*This is a suggested template to alert of tighter restrictions/pausing home/garden visits, it is for you to adapt to your specific project and guidelines by adding any further information necessary.*

**Dear (Name of Volunteer/Befriender),**

As you may be aware, local guidance has changed/is changing regarding COVID-19. As a result, all face to face befriending will now be paused. **Any planned visits from X date should not go ahead**.

Please return to the agreed method of telephone/digital (add details) that you used during the initial lockdown to stay in touch with your befriendees/service users. If you are in any doubt or need any further information and support to help you do this, please do get in touch.

**You should not** initiate any new face to face contact until you receive a further email from us to confirm that this is safe.

This news is disappointing for everyone and we are sorry that this is necessary, but as we are sure you understand, we must do all we can to keep everyone safe and well. We will be in touch in the coming days to check in with you individually.

Your volunteering/befriending is vitally important and these telephone/digital contacts make a real difference during these difficult times. Thank you for your continued support and dedication, we couldn’t do it without you.

[YOUR NAME]

[Befriending Coordinator/ job title]

**Dear (Name of service user/befriendee)**

As you may be aware, local guidance has changed/is changing regarding COVID-19 and as a result all face to face befriending will be paused. **Any planned visits from X date should not go ahead**.

Your volunteer/befriender will be in touch by phone/x digital platform, as they were during the initial lockdown to arrange their regular calls/chats with you. If you need anything before then, please do get in touch (add method).

We know this news is disappointing for everyone and we are sorry that this is necessary, but as we are sure you understand, we must do all we can to keep everyone safe and well. We will be in touch in the coming days to check in with you individually. If anything changes, we will back in touch, but until then, you should not arrange to see your volunteer/befriender face to face.

[Your Name]

[Befriending Coordinator/job title]