

COVID GUIDELINES FOR PARISH MEETING IN VILLAGE HALL

You **MUST NOT ATTEND** if you or anyone in your household has had COVID-19 symptoms in the last 48 hours, and if you develop symptoms within 10 days of visiting the premises you **MUST** use the Test, Track and Trace system to alert others with whom you have been in contact.

The Clerk **MUST** keep a record of the date and time of the meeting and the name and contact number or email of all those who attend the event. It would be preferable for everyone who attends to use the NHS QR poster at the hall entrance to register their attendance. The clerk will keep a record of any who do not register using the QR poster. All personal details will be destroyed as soon as it is safe to do so, in order to comply with Data Protection Regulations.

Door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the meeting will be cleaned by the Clerk before the meeting.

Social distancing of 2m must be adhered to, including while waiting to enter the building.

Face coverings must be worn at all times when entering and moving around the premises, unless a person is exempt under government guidelines.

Use hand sanitiser supplied when entering the hall and on leaving.

Entrance to the meeting will be through the front foyer doors, into the Main Hall, exit will be through the patio doors to the rear.

Windows and doors will be open to allow the premises to be well ventilated.

Seating will be placed to facilitate social distancing of 2m. Please do not reposition the seating. Tables will not be provided (except for Clerk and Chairman), if you need to write in the meeting please bring a clipboard.

After the meeting, each attendee will be asked to clean the chairs they have used with antibacterial wipes.

No more than 30 people will be permitted to attend the meeting, if in the Main Hall or 15 people in the meeting room.

Toilet facilities will be open, but no more than one person can use each suite of toilets at one time.

Should you require, please bring your own drink and drinks bottle/flask. We will not be using the kitchen area.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the meeting they will be asked to move from the hall to the entrance porch. Others in the meeting will then be asked to leave the premises via the patio doors, observing the usual hand sanitising and social distancing precautions, and they will be advised to launder their clothes when they arrive home. The hall chairman will then be informed.

Thank you for your cooperation.

S Hosking