

COVID GUIDELINES FOR PARISH MEETINGS IN THE VILLAGE HALL

(REVISED DEC 2021)

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 will keep a record of the date and time of the meeting and the name and contact telephone number or email of all those who attend (or at least one member of any group of up to 6 people or 2 households who attend together). This will be done by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster.

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.

Surfaces that are likely to be used during in the meeting will be cleaned before attendees arrive and again on leaving.

The room will be arranged, as far as possible, so as to avoid close contact between people who do not regularly see each other. Tables will not be provided (except for Clerk and Chairman), if you need to write in the meeting please bring a clipboard.

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

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

No more than 50 people will be permitted to attend the meeting, if in the Main Hall or 15 people in the meeting room.

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