

How Alvington Parish Council will hold Covid-secure face-to-face meetings at Alvington Memorial Hall

- We will provide hand sanitiser for use before entering the building and on leaving.
- We will keep a record of anyone attending the meeting, asking public to sign provide a name and contact details on arrival and we will keep the list for 21 days, stored securely. A venue check-in QR code for the NHS COVID app is also provided on the door to the hall for those who wish to use it.
- We will lay out the room to accommodate councillors and the public in a low-risk way. People must maintain at least two metres or one metre plus with adjustments. Although the members will be facing the public, there will be a large gap in between.
- The maximum number of people who can safely use the hall under these conditions is 20. We will display a sign at the entrance to the building which clearly states the maximum number of people allowed in the room at any time – and we will maintain this number.
- We will encourage everyone to move straight to their seat and not to gather to talk/chat with others.
- We ask all members of the public to wear masks/face coverings throughout the duration of the meeting apart from when a member of the public is personally addressing the council. Members are encouraged to keep their masks on but may remove their masks whilst seated, particularly while giving lengthy reports.
- We will ensure only one person is using the toilet facilities at a time.
- We will encourage anyone attending the meeting to take a lateral flow test before attending the meeting. These are free for anyone and can be done at home – order yours from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>
- We will screen attendees before entry, and anyone displaying symptoms, who has tested positive, or returned from abroad in last 14 days will not be granted entry. We may also carry out non-contact temperature checks.
- The clerk and members will wipe down all surfaces with bleach before and after the meeting, in accordance with the hall's conditions of hire.

Council business

- We will endeavour to keep the meetings as short as possible.
- We will not present any hardcopy papers; members will be expected to bring their own copies or to bring a device to display them on. All paperwork will be circulated in advance.
- Members will be encouraged to bring their own writing materials to avoid sharing items.
- Instructions on staying COVID-secure will be given at the beginning and end of the meeting as well as during as seen fit.

Meg Humphries, Parish Clerk
11/05/2021