

## How Aylburton Parish Council will hold Covid-secure face-to-face meetings at Aylburton Community Room

As well as adhering to the hall hire conditions (and there is some overlap in measures to be taken), we will:

- provide hand sanitiser for use before entering the building and upon leaving.
- 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.
- 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.
- 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 at all times.
- ask everyone to move straight to their seat and not to gather to talk/chat with others.
- ventilate the room as much as possible by opening windows prior to and during the meeting.
- require 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.
- ensure only one person is using the toilet facilities at a time.
- 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>
- 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 at this point.
- sanitise all key surfaces before and after the meeting including all tables, chairs, keysafe keypad, door handles, toilet, tables and window handles.

### Council business

We will:

- endeavour to keep the meetings as short as possible.
- 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.
- encourage members will be encouraged to bring their own writing materials to avoid sharing items.
- give all attendees instructions on COVID-secure conduct at the beginning and end of the meeting as well as during as seen fit.

These measures are based on guidelines from the Gloucestershire Association of Parish and Town Councils, April 2021.

*Meg Humphries, Parish Clerk, 11/05/2021*