

# WADHURST PARISH COUNCIL

## COVID SAFE COUNCIL MEETINGS

### GUIDE FOR: WADHURST PARISH COUNCIL – 17<sup>TH</sup> JUNE 2021

The purpose of this document is to provide clarity for Cllrs, the Clerk and members of the public of the procedures in place to ensure that our use of the Pavilion, Sparrows Green Recreation Ground, Wadhurst complies with government guidance on the safe use of public buildings and on working safely during Covid-19.

As guidance around COVID control measures develop, this document will be updated.

#### Safety Requirements:

- (a) In line with current Government guidance, Cllrs/Clerk and visitors attending a meeting in the Hall are encouraged to take a Lateral Flow Test on the night before or morning of the meeting. Anyone with a positive test would be required to self-isolate and not attend. Tests can be obtained free from the Government website( <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>) or your local chemist.
- (b) Do not attend / enter if you have COVID symptoms.
- (c) Please enter the Pavilion via the main entrance.
- (d) Temperature checks for all attendees will be carried out on arrival. Anyone with an elevated temperature will be re-tested after a short interval and if still elevated, advised that they should not attend as this is an indication of possible Covid infection.
- (e) **Every** person entering the Hall must either scan the NHS QR Code using their NHS COVID-19 app or provide their name and contact details on the Track and Trace Register provided at the entrance.
- (f) Please use the hand sanitiser at the entrance before you enter the Hall and again at the exit when you leave the building and wash hands regularly
- (g) All attendees are required to wear a face covering when entering/leaving and moving around the Hall, unless medically exempt.
- (h) Visors can be worn in addition to face coverings.
- (i) Current Government guidelines encourage people to wear face masks in enclosed public spaces where there are people they do not normally meet. You are therefore encouraged to keep your face mask except when you are speaking in the meeting.
- (j) Maintain social distancing of at all times.
- (k) The kitchen will be closed so please bring your own refreshments, including water.
- (l) Please bring your own paper and pen if required, as writing materials will not be provided.
- (m) Once you have entered the Hall please go and sit at the table with your nameplate. Please remain at your table for the duration of the meeting if possible.
- (n) When the meeting is finished, please exit the Hall via the door leading to the tennis courts, whilst, adhering to the social distancing rules.
- (o) A maximum of 20 people will be allowed in the Pavilion.