

Towednack Parish Council

Safe Operating Procedures June 2021

Covid-19 guidance for attending council meetings at the Gilbert Hall, Nancledra

Before coming to the meeting:

- **Lateral Flow Test – and check that you test negative.** Everyone attending (councillors, staff and public) are strongly encouraged to take a lateral flow test before coming to the meeting. These tests are available free of charge, from local collection points and posted direct to your door – <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> (These tests can be taken twice a week on a regular basis and form part of the national plan to protect against spread of the coronavirus. Note that a negative test means that you do not have a high viral load, the usual covid-19 precautions should continue to be followed.)
- **Wash your hands**
- **Remember to bring a face covering**
- **Think** – do you need to attend the meeting in person, or could your question / comment be sent to the council by email, letter or telephone.

When attending the meeting:

1. **You MUST NOT enter the building if you or anyone in your household has Covid-19 symptoms.** You can find an up to date list of symptoms at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
2. **You must give your name and contact tel/email for inclusion on the register for the meeting.** This information will be held for 21 days and may be used for covid-19 track and trace purposes. After 21 days the register will be destroyed.
3. **You must notify the clerk if you develop covid-19 symptoms within 10 days of attending the meeting**
4. **Keep 2 metres social distancing as far as possible.** Where there are floor markings, follow them.
5. **Use the hand sanitiser provided** – when you enter and leave the premises. Clean your hands often.
6. **Avoid touching your face, nose or eyes.** Clean your hands if you do.
7. **Face coverings MUST be worn.** These can be removed when talking and will not be worn by councillors during the meeting provided distancing requirements are met
8. **Catch it, Bin it** – tissues should be disposed of into one of the rubbish bins provided. Then wash your hands
9. **Wear warm clothing** – windows and/or doors will be open for the duration of the meeting.