

Moat Village Hall Covid-19 Physical Face to Face Council Meetings Protocol

HANDS

FACE

SPACE

Introduction

The legislation permitting remote meetings of Kirkandrews on Esk Parish Council came to an end at midnight on 6th May 2021. As it currently stands, all Council meetings held on, or after 7th May, must therefore return to a face-to-face format.

This protocol details the format and processes required to enable meetings of the Council to take place in a face-to-face format, to enable the business of the Council to be transacted, whilst ensuring strict adherence to Covid-19 guidance and keeping the risk of transmission of the virus to a minimum.

A Covid-19 Face to Face Council Meetings Risk Assessment has been undertaken which has informed this protocol.

Members will be emailed this information and the risk assessment prior to the meeting due to be held on 17th May 2021 to give Members the opportunity to ask questions, raise concerns, and review the Moat Village Hall Risk Assessment.

Venue

All meetings of the Council shall take place in Moat Village Hall with a different layout pre covid that has been assessed in line with the Covid-19 risk assessment until 21st June 2021 – at which point all restrictions on indoor gatherings are expected to have been lifted allowing Council meetings to return to the former meeting layout.

Moat Village Hall is designated as a Covid-19 Secure workplace venue for the Council. As such, larger groups are permitted to meet, subject to adherence of Covid-19 secure guidelines which are detailed in this Protocol and the Risk Assessment.

Layout

Moat Village Hall shall be laid out in rows and Councillor seats will be at a 2m distance, Covid-19 secure venues are permitted to enable seating at '1m plus', provided mitigating measures are in place.

Before the meeting

Upon entering the building, Councillors and members of the public will be welcomed by the Clerk and asked to use the hand sanitising dispenser, at that point your temperature will be taken by the Clerk and recorded. Both Councillors and members of the public are asked to use the QR Code to register their attendance at the venue for NHS Track and Trace purposes. Those not able to use this facility will be asked their name and contact number, the details will be safely kept by the Village hall Committee for 21 days in line with Track and Trace guidelines, after which the details will be securely destroyed.

Councillors will be asked to arrive in staggered time slots to minimise congestion within the building. **Please arrive on time.** Councillors will be asked to take their seats, which will be named, alphabetically to allow easy access to your seat.

Unfortunately, at this stage Kirkandrews on Esk Parish Council is not in a position to live stream Council meetings to minimise the number of persons wishing to attend.

At any time, the maximum identified capacity for public attendance has been reached, no further entry will be allowed.

During the meeting

All persons attending the meeting must remain seated unless required to stand to use the toilet facilities or to declare an interest at which point a face covering must be worn unless medically exempt and the Risk Assessment adhered to.

All persons attending the meeting must **not** move any of the furniture.

Members should access agendas and report documents either through their email account or the Council's website prior to attending the meeting and via their own device at the meeting to reduce the need to handle paper. Members **should not share** their writing material with others, to reduce the risk of transmitting the virus.

After the meeting

Members of the public will be asked to leave first, via the kitchen door in an orderly single filed manner, maintaining social distancing requirements, using the hand sanitiser located at the exit. Members of the public should immediately disperse once outside the building.

Councillors will be asked to leave in their seated rows also via the kitchen door, using the hand sanitiser located at the exit. Members should immediately disperse once outside the building.

One designated member (Councillor Richardson or Chairman) to lock kitchen door from inside and exit via the main entrance, using the hand sanitiser in the entrance.

Members must take any writing material or refreshments home with them and leave nothing on site.

General Housekeeping

Any person wishing to have refreshments will need to bring their own for their sole use, and take away with them at the end of the meeting.

Toilet facilities are prohibited unless absolutely necessary.

Use of the kitchen is prohibited.

All persons must use the sanitising stations upon re-entering the meeting located in the main room.

Attendees must not mingle or congregate – if a queue does form whilst awaiting entry to the hall, attendees must stand 2m apart whilst others take their seats.

All attendees should dress appropriately for the weather conditions of the evening – windows and doors will be open to ensure adequate ventilation of the room and building.