

Guidance for Attending Parish Council Meetings

The following information and guidance has been provided to ensure that face to face meetings take place in a Covid secure manner. We ask everyone attending to respect the controls and measures that have been put in place for the safety of everyone.

The parish council, in partnership with Harbury Village Hall, will ensure that cleaning before and after meetings is carried out and hand sanitiser is provided. We will also ensure that meetings run for the shortest possible time and that the meeting room is well ventilated. In return, we ask that you comply with the following measures:

- Please consider whether you need to attend the parish council meeting in person or whether the matter can be dealt with in another way. Many issues can be resolved by telephoning or emailing the clerk prior to the meeting. The clerk will be able to advise you on the best way forward and may be able to answer your question for you.
- Please do not attend if you are experiencing symptoms of COVID-19, if you suspect you have COVID-19 please self-isolate and book a PCR test via www.nhs.uk/coronavirus
- Please do not attend if you have been told to self-isolate.
- Please observe any signed instructions on entering the village hall.
- Seats will have been set out at 2 metre intervals. Please take your seat when directed to do so and please do not move the position of your seat.
- Please maintain 2m distancing at all times.
- Please (unless exempt) wear a face covering when moving around or waiting to be seated. Once seated you may remove your face covering for the duration of the meeting and where at least 2m social distancing can be maintained. Please sanitise your hands before and after putting your face covering on or off. Please ensure face coverings are either fully on or fully off and when on they must cover your nose and mouth. When not wearing your face covering please place in a sealable plastic bag.
- Please use the hand sanitiser provided frequently.
- When addressing the room you will have access to a microphone, please do not shout or raise your voice as this increases the distance respiratory particles will travel.
- Please avoid sharing items (e.g: pens, papers).
- Please be prepared to give your name and contact details on entry to the meeting and please be aware that this record will be kept by the parish clerk and made available to NHS Test & Trace if required.