



## Guidance for Members for Face-to-Face Meetings

Please follow these steps to help us create a COVID-secure environment for Face-to-Face council meetings:

- Do not attend any physical meetings if you have COVID symptoms (new, continuous cough; change to your senses of taste and smell; a high temperature)
- Do not attend physical meetings if you or a member of your household has tested positive for COVID within the last ten days
- Do not attend physical meetings if you have been told to self-isolate
- If you are clinically extremely vulnerable or in another high-risk group, please contact the Town Clerk on [clerk@stroudtown.gov.uk](mailto:clerk@stroudtown.gov.uk) or 01453 762817 so that we can conduct an individual risk assessment for you before you attend a meeting
- Please have the Test and Trace app switched on whilst in the meeting and use the QR code displayed on posters to check in (please let us know if you don't have the app)
- You must wear a mask when entering or leaving the meeting unless you are exempt
- The meeting location will be open at least 30 minutes before the meeting, to give time for people to enter the building separately, rather than in groups.
- Please maintain social distancing at all times.
- Please take your seat immediately once you enter the meeting space
- Please help to keep the meeting as brief as possible
- Please take your own materials/litter away with you
- Please bring your own pen

How we are helping to keep you safe:

- Windows (and doors where possible) will be kept open for ventilation
- The door plates, handles and other common touch points will be cleaned before and after the meeting. The hall is disinfected once a week, in addition to routine cleaning.
- Sanitiser is available at points throughout the building, and will be available in the meeting hall
- We will have spare masks in case you have forgotten yours
- We will arrange the layout of the meeting so that members and officers will be socially distanced
- We have an Emergency Action Plan should someone at the meeting start displaying COVID symptoms
- Papers will be provided electronically to reduce the need to bring materials to meetings



- We suggest that all members undertake a lateral flow test (LFT) no more than 24 hours before the meeting (Guidance on LFTs can be found here; <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/how-to-do-a-test-at-home-or-at-a-test-site/how-to-do-a-rapid-lateral-flow-test/> and can be ordered here; <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>, LFTs can also be picked up for free from Stratford Park testing centre or Superdrug pharmacy in Stroud town centre