

## **Guidance for Members of the Public visiting the Stroud Town Council Office**

Please follow these steps to help us create a COVID-secure environment at our office:

- Do not visit if you have COVID symptoms (new, continuous cough; change to your senses of taste and smell; a high temperature)
- Do not visit if you or a member of your household has tested positive for COVID within the last ten days
- Do not visit if you have been told to self-isolate
- Please have the Test and Trace app switched on whilst visiting 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 at all times in the office, unless you are exempt
- Please maintain social distancing at all times.

### **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 regularly.
- Sanitiser is available at our reception desk
- Screens have been installed at our reception desks
- We will have spare masks in case you have forgotten yours
- We have an Emergency Action Plan should someone at the office start displaying COVID symptoms

### **Lateral flow tests**

We would encourage everyone to take a lateral flow test (LFT) regularly.

Guidance on LFTs <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/>

LFTS can be ordered from: <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.

Town Clerk  
14/5/2021