

## Covid-safe protocols for the running of a Parish Council meeting in Broad Town Village Hall

- The tables to be set out for the meeting will be sanitised before the start of the meeting.
- Attendees will be limited to no more than 30 and contact details will be taken at the start of the meeting for track and trace purposes (attendees should bring their own pen/pencil for this purpose)
- Attendees will be advised not to attend if they or anyone in their household has had any COVID 19 symptoms in the last 48 hours and that if they develop symptoms within 10 days of attending the meeting that they must use the Test, Track and Trace system to alert those they have been in contact with. They should also email [btpcclerk@outlook.com](mailto:btpcclerk@outlook.com).
- Attendees will be asked to hand sanitise on arrival
- Attendees (aside from councillors/members) will be asked to wear face masks when they are not speaking and if they are speaking to maintain a 2m distance from others whilst they are doing so (ie by remaining in their chair and facing forward when they have their mask removed)
- Chairs will be placed at 2m intervals except for family groups
- The tables used by the Council which will face members of the public who are attending, will be placed a minimum of 2m from the first row of chairs
- The hall will be kept well ventilated throughout the meeting
- No papers will be shared
- No refreshments will be served
- If a projector/laptop is used it will only be used by one Councillor and they will be responsible for its sanitation
- All surfaces that have been touched during the meeting (including light switches, door handles) will be sanitised at the end of the meeting