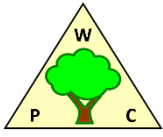


## Face-to-Face meetings of Woodplumpton Parish Council



### COVID-19 Method Statement

**(Based on associated Risk Assessment)**

#### **Background**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with a confirmed case, they will not have been infected.

Based on current evidence, COVID-19 presents flu-like symptoms including:

- High temperature of 37.8 degrees or higher, &/or
- Continuous cough
- Loss of taste or smell

Most cases appear to be mild. The majority of those that have died in the current outbreak appear to have had pre-existing health conditions or have had a weakened immune system.

Not all cases will present symptoms & individuals should always consider that they, or any other individual may be a carrier of the virus.

Individuals can reduce the risk of catching COVID-19 by washing their hands regularly with soap & water. In addition, carrying & frequently using an alcohol-based hand sanitiser will help reduce that risk.

## **Face-to-Face Meetings**

Catforth Village Hall has been identified as a suitable secure venue for meetings.

The Clerk of the Council will communicate via the normal channels (& in the specified time) that a meeting will take place.

As part of this communication any specific arrangements associated with making the venue Covid secure will be clear.

This Method Statement (& associated Risk Assessment) will be made available on the website & copies posted at the venue for the meeting.

No person should attend the meeting if they present with any of the known symptoms or are aware that they have been in direct contact with anyone presenting any of those symptoms within the previous 7 days.

Anyone in a period of self-isolation or quarantine should not attend.

Anyone who is clinically extremely vulnerable or is in a high-risk group is not expected to attend but may do so if they consider that the specified controls are acceptable for their own particular circumstances.

As an added precaution (but not compulsory) taking a lateral flow test prior to the meeting will help identify if an individual is contagious & therefore should not attend the meeting & self-isolate.

A log (Appendix 1) will be taken & maintained by the Clerk of everyone attending the meeting, this will include:

- Full Name
- Address
- E mail address
- Telephone Number

In addition, scanning the QR code (if an individual has the NHS App.) will be encouraged but is not compulsory.

A Member of the Village Hall Committee will inform the Clerk if anyone is identified by the QR “Test & Trace” process.

## **Social Distancing**

This is the primary control measure for minimising the risk of contracting the virus. Attendees must maintain at least a 1 metre (+) social distance between themselves in all locations inside the building.

The Village Hall is considered to be a Covid secure venue because it consists of a large enough open space to allow for sufficient tables & chairs to be positioned to comply with social distancing requirements.

Tables & chairs should be positioned such that attendees are not directly facing each other.

The venue has two doors which enables a one-way entrance / exit system.

Previous experience indicates that generally the number of members of the public wishing to attend will be low, however numbers should be restricted to a maximum of 30 to maintain suitable social distancing to comply with the Parish Councils requirements.

*Numbers are based on 9 councillors, 20 members of the public & 1 invited guest.*

Although a member of the public cannot be prevented from attending a Parish Council meeting the Chairman can exclude an individual should the numbers exceed that permitted in the venue.

This restriction should be notified in the public notice announcing the meeting.

## **Cleaning**

The Village Hall will be organised & set up before the meeting by those identified on the rota (Appendix 2) agreed & communicated by the Chairman (vice Chairman) & Clerk.

The following will be sanitised using suitable wipes:

- Tables & chairs
- Touch surfaces (door handles, window latches, light switches, locks etc.)
- Toilet facilities

The same will be sanitised at the end of the meeting.

All wipes will be disposed of in a suitable container / bin.

## **Ventilation**

The entrance doors will be held open to allow for a through flow of fresh air, this also removes the need for attendees to touch door handles.

Suitable windows will also be opened to increase air flow as required.

## **One Way System**

The venue has two doors which enables a one-way system to be used. The door by the bowling green will be the entrance & the door opposite the car park will be the exit. Both doors will be marked inside & outside to ensure that the flow of people is correct.

### **Hand Sanitising & Washing**

Individual alcohol-based hand sanitisers will be available immediately inside the entrance door & will also be available on the tables for use by the Parish Councillors & Clerk.

These will be positioned & collected by the individual on the rota.

In the unlikely event that the toilet facilities are required, or hand washing is needed soap & alcohol-based hand sanitiser is provided in that area.

### **Face Coverings (PPE)**

Face coverings (mask or visor) are required in the venue for anyone arriving, moving around & leaving. However due to suitable social distancing being maintained **when individuals are seated** there is no mandatory requirement for the wearing of a face covering.

Any PPE brought to the meeting shall be taken away by the individual & safely disposed of.

### **Materials, equipment & items**

Meetings will be as paperless as possible. If papers are provided individuals should be discouraged from sharing with others & asked to take the papers with them at the end of the meeting.

Touching or using items & equipment should be kept to a minimum & any used should be sanitised.