

## **Attendance at Physical Council/Committee Meetings – Protocol Document**

Most legal restrictions to control the spread of COVID-19 were lifted in England on 19<sup>th</sup> July 2021. Nevertheless, COVID-19 has not gone away and Government Guidance remains that it is important to:

- get a test if you develop COVID-19 symptoms, even if your symptoms are mild;
- isolate if you test positive for COVID-19 or when told to do so by NHS Test and Trace;
- meet others outside or let fresh air in;
- minimise the number, proximity and duration of social contacts; and
- wear face coverings in crowded areas.

The Council is required by law to hold certain meetings face-to-face. We wish to encourage maximum participation in an environment that feels safe. To that end, we have introduced the following Protocol for Physical Council/Committee Meetings, which we ask all attendees to observe.

1. There will continue to be a limited number of spaces to observe meetings. The number of spaces available will depend on how the room is being used and the layout required for that particular meeting.
2. Members of the public and Councillors not sitting on a committee but wishing to attend a meeting are asked to contact the Committee Team by email at [CommitteeTeam@threeivers.gov.uk](mailto:CommitteeTeam@threeivers.gov.uk) 48 hours before the meeting, who will confirm a place as soon as it has been allocated.
3. Anyone experiencing symptoms of COVID-19 or who is required to self-isolate should stay at home.
4. All attendees are encouraged to have either a PCR test (Polymerase Chain Reaction) or a LFT (Lateral Flow Test) on the day of the meeting.
5. Three Rivers House will be accessible via the front door from 6.30pm on the day of meeting for all attendees. A member of the Committees Team will be on site from 6.45pm.
6. All attendees are encouraged to continue to use the NHS COVID-19 App or provide contact details to support NHS Test and Trace. QR Codes are displayed on posters within the building.
7. All attendees are asked to follow a one-way route in and out of the building. Members will enter and exit the meeting rooms via the Penn Chamber and members of the public will enter via the Dickinson Room and exit via the O'Connor Room.
8. Hand sanitiser units will be positioned throughout the venue and all attendees are encouraged to use these on entry and at regular intervals during the meeting.
9. All attendees are strongly encouraged to wear a face covering whilst moving around the building, unless medically exempt.
10. Members of the Committee and Members observing the meeting will have an area in the Penn Chamber, with a seat, table and microphone. The meeting room will be cleaned before and after the meeting. Additional cleaning materials will be available during the meeting in the rooms.
11. Members of the public will have a seat available within the meeting rooms. There will be a 1m distance between each chair. Members of the public wishing to speak will have a seat, table and microphone.
12. Windows will remain open at all times, including during winter months. Attendees are advised to dress accordingly.
13. Members of the public are asked to only enter the meeting rooms for items of business in which they have an interest, and to vacate the room afterwards. The Committee Team officer overseeing the administration of the meeting will advise on the evening.
14. On leaving the meeting rooms all attendees are encouraged to continue to observe social distancing measures.
15. Drinks will not be provided. Those wishing to bring drinking water into the venue are asked to bring a personal bottle. Hot drinks are not permitted in the meeting rooms.

*The contents of this document will be reviewed as necessary in line with any changes to prevailing Government advice.*