

## **COVID-19 Instructions for Attendees**

### **Monkton Combe Parish Council Meeting – Monday 14<sup>th</sup> September 2020 at 7:30 p.m. in the Village Hall**

- DO NOT ATTEND if you feel unwell for ANY REASON.
- If unwell during the meeting inform the Chair immediately who will instruct you leave the meeting safely.
- Face Covering MUST be worn for Entering and Exiting the Hall and until you are seated in your allotted place.
- You may remove the Face Covering, but only when seated, as you are socially distanced then.
- Sanitize your hands On Entry (sanitizer located at the door), and before taking your seat.
- Avoid contact with door furniture.
- Sanitize your hands when you leave the Hall.
- Maintain social distancing of 2 metres on entry and exit of the Hall.
- Toilets are unavailable, unless an emergency.

#### **Councillors**

- Entry and Exit is via the rear door, through the kitchen. Pass directly through the kitchen without stopping.
- If you require refreshments you must bring your own, and do not share them.

#### **Public**

- Entry and Exit is via the MAIN door.
- Your seating is located immediately inside. Take a seat as quickly as possible.
- Do not move forward of your seating.
- You must provide contact details to the Clerk (Name, Telephone Number, e-mail). These will be destroyed after 21 days.
- You are requested to provide contact details to the clerk before the meeting on [clerk@monktoncombepc.org](mailto:clerk@monktoncombepc.org) or [01179860369](tel:01179860369) to avoid the need to write these down at the meeting.