



**COVID-19 RISK MANAGEMENT
SAFETY MEASURES FOR INDOOR PUBLIC MEETINGS**

LPC PARISH COUNCIL MEETING: WED 15 DEC 2021 LANDFORD VILLAGE HALL (MAIN HALL)

<p>COVID-19: Key considerations about the way the virus is transmitted</p>	<ul style="list-style-type: none"> • Infection exposure occurs in 3 principal ways: Inhalation, Disposition, Touching • Virus-laden airborne droplets and aerosols play a profound role • Every time we speak, and the louder we talk, the more droplets are emitted • Droplets can travel up to 6 feet • Aerosol particles, formed when droplets rapidly dry, are small enough that they can remain suspended in the air for minutes to hours • Prolonged exposure (typically more than 15 mins) in enclosed spaces
<p>Standing Orders adopted 13 May 2020: key considerations for safety measures</p>	<ul style="list-style-type: none"> • The meeting duration could be up to 2.45hrs • The meeting on 15 Dec is open to the public • Members of the public may make representations. With the Chair's permission, they may speak for up to 5 minutes

<p align="center">SAFETY MEASURES TO MITIGATE TRANSMISSION</p>		
<p>Good hygiene, cleaning and handwashing</p>	<p>Hand sanitiser placed at entrance</p>	<p>Sanitize tables and chairs before/after use</p>
<p>Manage suspected COVID-19 cases</p>	<p>Polite request for attendees to take a home Rapid Lateral Flow Test before arrival.</p> <p>If they test positive, they must self-isolate.</p>	<p>Government Plan B: Face coverings are compulsory for all indoor settings.</p> <p>Face coverings may only be removed when someone has permission to speak.</p>
<p>Communication</p>	<p>Entry conditions set-out in the Meeting summons (Agenda) published on LPC's website and Noticeboards 3 clear days before the meeting</p>	<p>Entry conditions set-out in an Email sent in advance to all those who will be attending</p>
<p>Engage with local transport authorities</p>	<p>N/A</p>	
<p>Ensure sufficient ventilation</p>	<p>Open windows and doors 15 mins before the meeting start time</p>	<p>Keep windows and doors open throughout the meeting</p>
<p>NHS QR code (and contact details if asked)</p>	<p>NHS QR Code in place at entrance – encourage attendees to check-in</p>	
<p>NHS COVID Pass</p>	<p>Evidence of vaccination status will not be a condition of entry</p>	
<p>Crowd movement strategies</p>	<p>No. of attendees restricted to 30 (to give opportunity for space and limit close contact)</p>	<p>Free movement using phased entry and exit, and by adopting a one-way system.</p> <p>One councillor to act as a Steward</p>