

BE COVID SECURE

Advice for Members

Do's and Don'ts

BE COVID SECURE

This guidance has been tailored to suit your role as Members and assist you in keeping yourselves and officers safe during the pandemic.

You should continue to work from home if you are able to. If you need help and support to do this, please contact Democratic Services or your Group Leader.

If you have a recognised vulnerability, you can still come into the Town Hall so long as additional protections are in place, however please let Democratic Services know beforehand. The two metres distancing will be strictly enforced in these cases with care to be taken by colleagues to maintain these distances.

Following government guidance the council has worked to make the Town Hall 'Covid secure'. This includes carrying out risk assessments, installing hand sanitizer stations, and directional signage.

While in the building you must behave in a way that keeps you, your colleagues, officers and your families safe and if you or your family have symptoms of the virus, please do not come into the Town Hall. Stay home and follow government guidelines on isolating.

Please comply with the following guidance at all times. If you have any concerns about your health or circumstances that you consider make you more vulnerable, please speak to your Group Leader and Democratic Services.

Before arriving:

- Keep up-to-date with the latest information, as things are changing daily
- Familiarise yourself with the latest guidance before you come in to the building
- Please be flexible around availability and timings for meetings with Democratic Services
- Make sure to use all designated areas for Members, to avoid overcrowding
- Be aware of any one-way systems that have been introduced to reduce passing within two metres in restricted places.



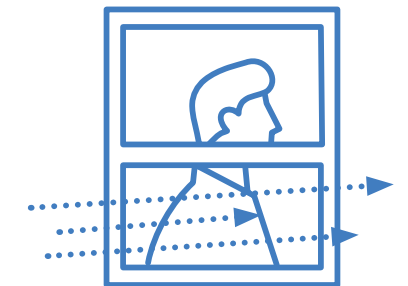
On arrival:



- Wash or sanitise your hands (for at least 20 seconds)



- Wipe down any equipment (including desks, chair armrests, vehicles, tools and IT/phone) you will be using as soon as you arrive, with the products provided
- This applies to meeting spaces as well as desks. Please ensure you plan sufficient time ahead of attending any meeting
- Do not share stationery equipment – use your own
- IT can provide you with your own keyboard or mouse if you have any concerns (**see the FAQs section**)
- Ensure you are two metres away from colleagues unless other arrangements have been put in place



- When the weather allows, and with the agreement of colleagues, open windows or other means of ventilation.

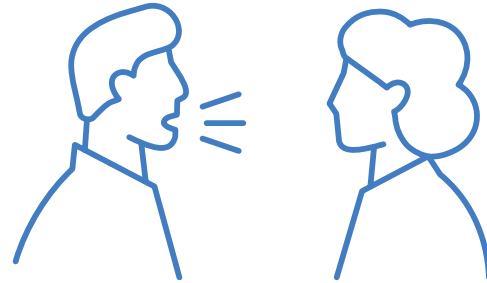
During the workday:

- Know your do's and don'ts and how they operate in the building
- Follow any directions and signage relating to more restricted spaces
- The number of sinks and urinals available in the toilets will be reduced. Please follow signage and avoid queuing in the corridors outside
- Kitchen areas will be one person at a time, and tops must be left as clear as possible for cleaning. Items left out will be placed in a cupboard

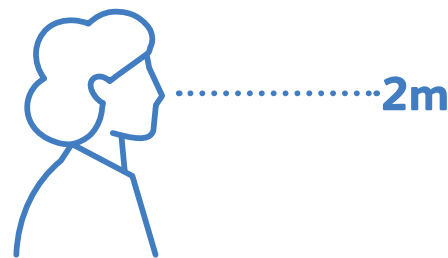


- Soap dispensers will be available in shower rooms and the cleaning regimes have been increased
- The Hub will be subject to maximum numbers to maintain social distancing
- Consider use of personal crockery and cutlery if you feel safer
- Minimise 'usual' habits, for instance don't make drinks for others, pass items from person to person, and minimise movements and use of communal areas
- Do not wedge open any fire doors

- One-way systems are being put in place where possible and appropriate to reduce instances where people come within two metres. Please follow signage
- When it is necessary to pass people in corridors or other narrow spaces where a one-way system is not in place, do so quickly



- Do not stop and chat in corridors or other restricted spaces where you might obstruct others
- Where possible do not use hands to open doors when pushing, and perhaps use paper towels when opening doors if you are concerned
- Only one person to use a lift at any one time



- Allow as much space as possible on stairs and pass quickly but safely
- When using and touching common areas (such as kitchens or printers/ photocopiers) wash or sanitise your hands beforehand and once finished

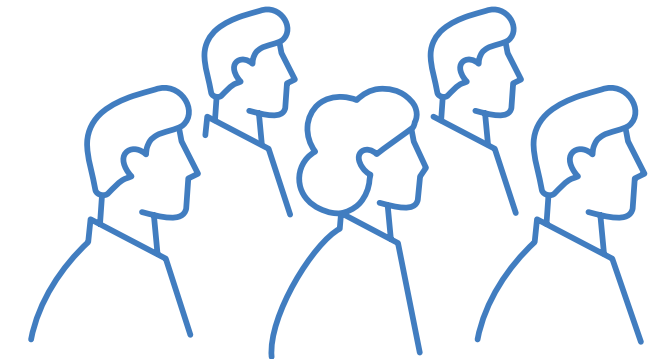
- Remain paperless and do as much electronically as possible



- Avoid coughing or sneezing in the direction of others and create extra distance. Catch these in a tissue and bin it or use the 'dab' technique by coughing or sneezing into your elbow
- In the case of an emergency evacuation, social distancing measures are suspended until you arrive at the muster point. Please exit the building quickly and safely and apply social distancing once safely outside.

When leaving the building or moving workspaces:

- Wash or sanitise your hands a final time
- Leave all workspaces (including desks) and meeting spaces totally clear when you leave
- Wipe down any equipment as you leave



- Ensure you stagger leaving the building with colleagues to avoid congestion.

Frequently Asked Questions

Where can I find the latest advice?

The [intranet](#) is your first port of call for generic advice, supported by messages, by email and through signage at major entrances/exits.

Do I need PPE?

See this [table](#) as a guide (via intranet).

Should I wear a face mask / covering?

If you follow the above guidance, there is no need for a face mask. You can bring in your own face coverings if you wish – but you must follow the above guidelines regardless.

What cleaning regimes are in place?

The council increased its cleaning regime from the outset. Workstations will be cleaned overnight on a daily basis. Communal touchpoints are cleaned several times throughout the day. Within offices, disinfectant spray and paper towels will be provided. Hand sanitiser will be placed strategically in offices, communal areas, the vehicle fleet and other places as required.

What arrangements are in place in the car park?

There are currently no changes to car parking arrangements. If you park next to another car and people are vacating that car, then please wait to leave your car to maintain social distancing.

It isn't necessary to park leaving wide distances between cars.

What happens if someone becomes symptomatic?

The person who becomes symptomatic is immediately advised to self-isolate and organise a test. Contact tracing in workplaces used over the previous seven days is undertaken and colleagues notified that:

- So long as social distancing protocols have been followed there is minimal risk of infection and no cause for concern
- If symptoms consistent with Covid-19 are displayed then it's isolation and arrange for a test to be undertaken. Please inform your Group Leader and Democratic Services
- If not symptomatic but concerned social distancing has not been maintained then raise with your Group Leader and Democratic Services and a further assessment will be made.

Arrangements will be made for the workplaces affected to be deep cleaned before anyone is asked to work in that location again.

Members' desks are shared. What cleaning arrangements are there?

Additional cleaning arrangements have been put in place (see answer on previous page). We are also requesting that everyone wipes down the desk and any equipment before and after use. IT will make available additional keyboards and mice, which can be allocated to you and you will need to use these wherever you work. These must not however be left on desks, you should take this with you.

Can we have face-to-face meetings?

So long as social distancing is met then yes. MS Teams offers an alternative. If using MS Teams for meetings whilst in a shared space this may be distracting for others. Please use headphones if possible. The IT team has a supply of basic headphones for use with your hybrid device.

What if I feel ill within the office?

If your symptoms are consistent with Covid-19, let your Group Leader and Democratic Services know and make your way home. Arrange for a test as soon as possible. If not consistent with Covid-19 you are able to continue to work within the office if symptoms allow.

What entrance / exit to the building should I use?

All doors will be available for use. Remember to apply good security practice by not letting others into the building. The Town Hall remains closed to customers for now so please signpost them to online / self-service services.

Is there any issue with our air conditioning units spreading Covid-19?

There is no evidence of this and having sought advice we do not believe there is any cause for concern. We would however encourage using natural ventilation (windows) where possible. This is beneficial in reducing the likelihood of infection.

How do I request a keyboard, mouse and headphones from IT?

These can be requested through the [Fresh Portal](#).

