

## FULL COUNCIL COVID – 19 MEETING PROTOCOL - GUILDHALL, SOUTHAMPTON

### GENERAL POINTS FOR ALL IN ATTENDANCE

- All attendees are expected to undertake the free Covid-19 lateral flow test within 24 hours prior to attendance at any meetings available from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>
- If you are experiencing COVID-19 symptoms, have tested positive for COVID-19, or are self-isolating you must not attend the meeting.
- Please consider in advance how you will safely travel to and from the meeting. Public transport should be avoided if possible, with walking or cycling recommended where possible
- NHS Test and Trace QR code and a self-registration facility will be available for attendees.
- Hand Sanitising points will be available on entry and exit to the venue.
- Face coverings must be worn (unless an exemption applies)
- Identified seating plan will be available at the venue observing social distancing requirements.
- You will be responsible for your own refreshments while in attendance at the meeting.
- There should be no unnecessary movement around the meeting room.
- There should be no sharing of stationery, documents or other equipment.

### COUNCILLORS AND OFFICERS

- All Councillors and Officers attending the meeting will access the Guildhall via the ramp from the Civic Centre. Doors will open from 1.30pm. You are strongly encouraged to take a staggered approach to arrival/departure and avoid any socialising and mixing before or after the meeting.
- The seating plan will replicate that of the Council Chamber and seats will be labelled accordingly.
- A microphone system will be in operation at the meeting. There will be a freestanding microphone for each group and those speaking will be required to move from their seat to the microphone to speak.
- Face coverings must be worn whilst moving to/from the microphone. Face coverings may be removed whilst seated as long as 2 metre social distancing is in place, and whilst speaking into the microphone unless projected speaking (i.e. without the use of a microphone) is required in which case it is advised that face coverings are still worn.
- Face coverings must be worn if within 2m of someone.

### PUBLIC/MEDIA ATTENDANCE

- Public and Media attendees are encouraged to provide some advance notice of their intention to attend the meeting.
- Public and Media attendance will be via the front Guildhall entrance. Doors will open from 1.30pm. There should be no socialising and mixing before or after the meeting.
- There will be clearly defined seating areas.
- A microphone system will be in operation at the meeting. There will be a freestanding microphone for members of the public and those speaking will be required to move from their seat to the microphone to speak.
- Face coverings must be worn whilst moving to/from the microphone. Face coverings may be removed whilst seated as long as 2 metre social distancing is in place, and whilst speaking into the microphone unless projected speaking (i.e. without the use of a microphone) is required in which case it is advised that face coverings are still worn.
- Face coverings must be worn if within 2m of someone.

***It is important to note that although the impact of the COVID-19 testing and vaccination programmes has been positive, the 'Hands Face Space Fresh Air' message is still crucial. People who have been vaccinated and/or tested negative for COVID-19 must still apply COVID-safe measures such as social distancing, good hand hygiene and wearing of face coverings where required.***