

FULL COUNCIL COVID – 19 MEETING PROTOCOL - GUILDHALL, SOUTHAMPTON

GENERAL POINTS FOR ALL IN ATTENDANCE

- All attendees are strongly encouraged 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. 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.
- Consideration should be given to the wearing of face coverings to reduce the risk to individuals and others. Face coverings in crowded enclosed spaces are expected and recommended.
- Identified seating plan will be devised that allows for space between seats. Side to side seating advised rather than face to face seating where possible.
- 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.
- Consideration should be given to the wearing face coverings, especially if attendees are coming into close contact with people they do not usually meet. Face coverings in crowded enclosed spaces are expected and recommended.
- A supply of spare face coverings should be available for attendees who wish to wear one.

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.
- Consideration should be given to the wearing face coverings, especially if attendees are coming into close contact with people they do not usually meet. Face coverings in crowded enclosed spaces are expected and recommended.
- A supply of spare face coverings should be available for attendees who wish to wear one.

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 should still apply COVID-safe measures such as social distancing, good hand hygiene and wearing of face coverings where recommended.