**Quendon & Rickling Parish Council**

**Spider Cottage, 317 Birchanger Lane**

**Birchanger**

**Bishops Stortford**

**CM23 5QR**

**Telephone 01279 814473**

Covid-19 instructions for persons attending Quendon & Rickling Parish Council meetings.

1. **The Parish Council encourages members of the public to make written representations on issues rather than attending in person.**
2. **Local councils have no choice but to control the numbers of people physically in the meeting room at any one time in order to comply with the Government’s Covid restrictions.**
3. Those attending must comply with the COVID-19 Secure Guidelines while entering and occupying the hall, which are displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues. Face masks must be worn at all times.
4. Everyone likely to attend MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 48 hours; has tested positive for the virus; or is required to self-isolate for any other reason e.g., following certain travel abroad. If they develop symptoms within 10 days of visiting the premises, they MUST seek a COVID-19 test.
5. Everyone who attends must use the NHS QR poster at the hall entrance to register their attendance.
6. In the **main hall** no more than 16 seated people (including parish councillors) may attend the meeting in order that social distancing can be maintained. In the **small hall** no more than 9 seated people (including parish councillors) may attend the meeting in order that social distancing can be maintained. Once these numbers of attendees is reached no further members of the public may be admitted.

Keith Williams

Parish Clerk