

MEETINGS – INFORMATION FOR MEMBERS

From 07 May 2021, all council meetings will happen in person rather than online. As with other gatherings, meetings should be approached with caution as the risk of Covid has not gone away. You should prepare to attend meetings by:

- ✓ **Testing in the days leading up to the meetings.** Symptom-free testing is recommended twice weekly for all adults to identify some people who may be infected but not showing symptoms. Testing in the days leading up to a meeting will help to make the event safer for you and your colleagues. Symptom-free tests (known as LFTs or LFDs) are freely available to all adults and can be collected from any Norfolk library or most pharmacies.
- ✓ **Know before you go.** There may be allocated arrival times to avoid crowds, or adapted access to create one-way systems. To minimise any confusion, make sure you are aware in advance of any instructions related to arriving at your venue. If you have a smartphone, download the NHS app so that you can check in using the QR code.

ON THE DAY:

- ✓ **Dress appropriately.** The venue will be well ventilated, so make sure you bring warm enough clothes
- ✓ **Follow key prevention advice.** Use hand sanitizer on your way into the building, wear your face covering when directed (unless exempt), social distance from others, and if you have any symptoms of Covid, do not attend the meeting.
- ✓ **Follow instructions for arrival.** Your meeting will have been carefully planned to minimise risk to all attendees, with specific measures in place to keep people safe. Follow any instructions that you are given, such as any specified arrival times.
- ✓ **Check in to the venue.** If you have the NHS Test and Trace app on your phone, you can scan the QR code. If this isn't available to you, the marshals will let you know how to register your details.
- ✓ **Follow one-way systems.** One-way systems are often a key factor in Covid risk assessments for venues / events so follow any signage or direction. Large meetings (such as full council) are likely to have marshals on hand to help direct people and keep flows moving so that crowds do not gather.
- ✓ **Sit where you are directed to.** Some meetings, especially those with larger numbers of attendees, may have a specified seating plan. If there is one at your meeting, you must sit where directed to so that everyone else's seating can stay according to plan. Knowing where people sit in relation to each other will also be helpful in the unfortunate event of anyone testing positive in the days after the event.
- ✓ **Try to stay seated.** Minimising the movement of people will be essential to keep flows moving and avoiding crowds or bottle-necks forming. The marshals will indicate the process to follow if you need to leave your seat for any reason.
- ✓ **Keep the volume down.** Due to the way that Coronavirus spreads, raising voices / shouting will increase the risk to all attendees.
- ✓ **Elbow-bump instead.** Close contact such as hugging or contact with surfaces at higher risk of carrying the virus (e.g. hands) can allow the virus to easily transfer from one person to another. If you need to engage in physical greetings, use an 'elbow-bump'. You should not shake hands.
- ✓ **Follow directions for leaving.** Staggering exit for larger numbers may be necessary to avoid crowd formation.
- ✓ **Keep outside as much as possible.** There may be opportunity to use outside spaces for networking / social conversations. Being outdoors is much lower risk for virus spread. When you are socialising do not share any food, drink or smoking materials with others, as these can be high risk for virus transmission.

Remember that although some measure may seem inconvenient, they are there to protect you and others. The guidance applies to everyone, regardless of vaccine status. Please respect the need for event organisers to operate in accordance with their risk assessment.