**Protocol for Councillors Visiting the Parish Office**

As a result of the COVID-19 pandemic it has been necessary to review arrangements for visitors entering the parish office to ensure the safety and wellbeing of the staff employed by the parish council. This Visitor Protocol sets out the basis on which councillors should use the parish office from this time forward.

The clerking staff resumed manning the office from 01 November 2021 and, since recruiting a third member of staff, it has been necessary to re-arrange the office space. This, combined with the need to comply with necessary COVID measures, means it will no longer be possible for councillors to hold meetings of more than two in the parish office and any such meetings may only take place after consultation with the parish clerk.

Councillors visiting the parish office should follow the following protocols:

* Inform the clerk ahead of time of their intention to visit the office.
* Do not visit the parish office if any of these apply:
	+ You have a fever, a new persistent cough, a loss of (or change to) sense of smell or taste;
	+ You, or a member of your household, is currently awaiting a PCR test result;
	+ You have been contacted by NHS Test & Trace in the last 7 days and advised to isolate, or you know you have been in contact with someone who has tested positive for COVID in the last 10 days;
	+ You have returned to the UK from a non-exempt country within the last 14 days.
* On arrival at the parish office, sanitise hands before entering.
* Wear a mask while in the parish office and, as far as possible, maintain a distance of 1+ metres from personnel in the office.
* Avoid touching desks/workstations used by staff members.
* If using the toilet facilities, ensure hands are thoroughly washed/sanitised before re-entering the office.

The ability to ventilate the parish office is severely restricted due to the fact that there is only one opening window. While staff will ensure the window is kept open throughout visits, it should be borne in mind that visits to the parish office should be kept as short as possible.

Helen Goodwin

Clerk to the Parish Council

17 November 2021