

COMMITTEE & BOARD MEETINGS

DO'S & DON'TS updated 21/07/21



All attending the meeting must adhere to the guidance that has been set by the government and the council to keep all attending any meetings within a council building safe

- All attending LCC employees are encouraged to undertake a lateral flow test when attending a face to face meeting.
- All attending any meeting must sign in at the main reception.
- Stay in your designated seat during the meeting.
- You must wear a face covering whenever you are not in your seat and walking around the building(unless exempt).
- Do not stand and talk in walk ways.
- You must adhere to the one way system that is in place.
- Use the hand sanitizer that is placed at the entrance and the exit of the meeting room.
- Bring your own refreshments.
- You are to ensure you clean the seat, Table or mic you are allocated before and after use.
- Where possible windows should be opened to allow a flow of fresh air.

Note:
The 90 Minute rule has been removed but it would be good practice that if the room gets to a temperature that makes staff and visitors uncomfortable then a welfare break may be needed to allow the room to ventilate.