



Ringshall Parish Council

COVID-19 Secure Equipment and Materials Handling Protocol For In-person Meetings

V1.0

Version Control

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Policy History

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1.0	Clerk	New Policy	09/20	

Introduction

The COVID-19 secure risk assessment for holding Council meetings has highlighted two areas that need specific protocols:

- Handling documents, and signing cheques
- Using equipment

The aim of this policy is to define a COVID-19 secure way of approaching this risk factors.

The intention with these protocols is to limit the spread of COVID-19 when touching potentially compromised surfaces.

Note: All protocols are subject to change based on any revision by the Government or associated body of COVID-19 secure procedures. Therefore contents may need to be adjusted on short notice.

Handling documents, and signing cheques

- No documents should be shared between attendees, other than those provided by the Clerk.
- All documents supplied by the Clerk will be placed on one table, and must remain there for the entire meeting. They will be collected by the Clerk in a secure way, after the meeting.
- Only one bubble may approach this table at any given time.
- Before touching any document, the involved person should either wash or sanitise¹ their hands.
- After touch documents, the involved person should either wash or sanitise¹ their hands.
- A pen will be provided² for signing cheques and papers. This pen will be sanitised before being placed on the table.
- Anyone who needs to use the pen, should sanitise hands before and after using the pen.

Using equipment

¹60+% sanitiser gel to be used.

²Using ones own pen will compromise the integrity of the sanitisation protocol of the document table.

The Clerk will be providing the Councils laptop, so that the Councillors can view the online aspect of the Parish Survey. The Clerk might also be providing other loaned computer kit to facilitate the proposed hybrid nature of the meeting.

The following rules apply the aforementioned equipment:

- All keyboards are to be sanitised before and after the meeting.
- All touch screens are to be sanitised before and after the meeting.
- All mice are to be sanitised before and after the meeting.
- All other equipment likely to be touched by more than the Clerk to be sanitised before and after the meeting.
- The setting out, and collecting back of all equipment to be handled by the Clerk only.
- Any person who makes use of any of the equipment should sanitise their hands before and after usage of said equipment.

It may be the case that members bring their own equipment. In such case the following rules should apply:

- equipment should either be:
 - solely used by the provider
 - sanitised before and after lending to another person³

³Requisite social distancing to be maintained when handing over kit.