

		<p><u>Wearing of Masks</u> To be worn at meetings held in premises unless medical exemption in place.</p> <p><u>Ventilation</u> Venue has windows and two doors into the room which can be kept open.</p> <p><u>Attendees</u> Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time.</p> <p>The sharing of pens, documents and other objects should be avoided.</p> <p><u>Symptoms of COVID-19</u> If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after a safe quarantine period has elapsed.</p> <p>If advised that an attendee of a past meeting has developed COVID-19 and were recently on your premises, then all other attendees should be</p>	Attendees to be reminded that wearing of masks does not prevent people from contracting COVID but is a measure to reduce the risk.	Chairman		
				Chairman		

		informed of the situation and advised to self-isolate.				
--	--	--	--	--	--	--

