

Guildhall Recovery Plan

Members are requested to consider the following recommendation for the reopening of the Guildhall when it is safe and feasible to do so in line with Public Health England and Government guidance.

The recovery plan has been worked up in consultation with all staff giving due regard to Public Health England and Government guidance.

Phase 1:

Guildhall reception open to members of the public from the 7th September 2020 (subject to Public Health England and Government guidance) 10am to 12 noon and 2 p.m. to 4 p.m. Monday to Friday.

Phone service 9 a.m. to 5 p.m. Monday to Friday.

Town Clerk to operate from the Council Chamber for meetings and available on an appointment system one fixed day a week for members of the public plus additional days as required and necessary.

Providing this service allows members of the public to visit the reception foyer only adhering to social distancing at all times.

One-way system to be followed. Entrance by the main doors, exit by the side fire doors. Those that are unable to use the steps would need to leave via the main doors. In good weather doors to be fully opened to allow easy entrance and exit and good ventilation.

The remainder of the Guildhall building including the public toilet located on the ground floor is to remain closed to members of the public. Glass shutter and doors to reception closed at all times to protect the member of staff and community.

Retractable ribboned barrier located outside the ground floor public toilet in reception and at the bottom of the stairs to maintain security and prevent public accessing the first and second floors of the Guildhall building. All staff to be trained and instructed in relation to any emergency evacuation. Lift to remain out of bounds.

Table and document drop off box to safely deposit paperwork located in reception foyer. Receptionist collects paperwork and actions accordingly when it is safe to do so.

Payments: BACS, card payment and cheque only. No cash transactions to reduce the possible transmission of the virus. Petty cash to be used as a last resort.

No Guildhall bookings in phase one. Rooms used to utilise staff in order to maintain social distancing. Room bookings to be considered in phase two date to be confirmed.

To maintain safe working practices, Councillors will not be required to visit the Guildhall and may continue to communicate via phone or Zoom.

All Committee and Sub Committee meetings to be conducted via Zoom as currently in place.

By offering this service we continue to adhere to Public Health England and Government guidance by protecting staff, Councillors and members of the public, but also, we address those in our community that are not able to access online or by phone.

There will be a clearly marked queuing system outside the Guildhall.

A member of staff to guide and inform customers of the process at the initial stage of opening if required. Notices to be displayed on Guildhall main doors, noticeboards, social media, and website informing members of the public of the re-opening date and service.

It is envisaged at this stage the service will operate from circa September to December when it may be feasible to work towards phase two subject to there not being a second wave of COVID-19. The recovery phases will be reviewed on a month to month basis or when further direction and advice is received.

Location of staff:

Town Clerk office: Town Clerk

Council Chamber: Town Clerk for meetings and booked appointments with members of the public

Reception office: Temporary Receptionist / Mayors Secretary

Guildhall Room (Long Room): Planning and General Administrator and Administration Officer.

Top office: Assistant Town Clerk.

In accordance with Public Health England and Government guidance no sharing of desk, phone or stationery, unless totally unavoidable at which stage staff to refer to the cleaning measures put in place and listed on the risk assessment.

Partition room divider screens to be utilised in the Guildhall if required to separate staff (no extra cost as already purchased).

Water dispensers to be available across all sites to minimise cross contamination:

Company: Thirsty Work

Cost per unit per month: £7.50 for either table top or free standing. 1,000 cups £36.

Water 19 litre bottle: £5.95

Usage: water must be consumed within 28 days once opened

Contract Term: 12 months. Includes servicing and delivery

Notes: No hidden costs, prices include maintenance etc.

Screens / barriers / IT Equipment:

- X2 retractable ribbon barriers to cordon off the ground floor public toilet and bottom of the stairs to 1st and 2nd floors – approx. £15 to £30
- Telephone system: Depth solution package one base station and three cordless phones and installation to allow staff to access the phone system and receive calls £1,500 + VAT (**lead time – 2 weeks**).
- Extension leads – approx. £10 to £30
- Safety matting - approx. £30
- X9 Web cams – approx. £25 each
- X9 Computer speakers - £15 for a pair (Dell internal speakers are not very good)
- X3 Wi-Fi adaptors for Guildhall (long room) PC's plus extra networking hardware - £220.

It is considered that sneeze guards are not required at this stage due to sufficient space to socially distance and Councillors communicating via phone or Zoom.

Where a task is required to take place and social distancing can not be adhered to staff to wear appropriate PPE.

PPE:

- Gloves, masks and face shields.
- Hand sanitiser installed throughout the Guildhall building.

Stationery/Notices:

- External social distancing floor signs – approx. £15 per pack of 5.
- Internal social distancing floor tape – throughout the Guildhall building – approx. £30 per pack of 5.
- Social distancing notices displayed throughout the Guildhall building.
- Information notice displayed on Guildhall doors (in-house).
- Washing hands and temperature check system on arrival for staff and contractors when accessing the Guildhall building (also used as track and trace).

1 week prior to opening the Guildhall staff to return to ensure systems are up and running and the layout of the Guildhall is ready to meet and greet our customers in a safe manner.

Costings:

The previous Chair and Vice Chair of Policy and Finance approved under delegated authority the procurement of the items listed above up to a maximum budget of £2,000 from the Health and Safety budget. The items had been run past the Chairman of Personnel, with the former Mayor copied in to the approval process.

Phase 2 to be considered as more information is received from the Government and Public Health England.

End of Report.