

Guildhall Recovery Plan

The recovery plan phase 2 version 1.1 has been worked up following the Prime Ministers Address to the Nation held on the 22nd September 2020 in consultation with all staff giving due regard to Public Health England, Government guidance and mental health and wellbeing.

Members are requested to consider the following recommendation for the Guildhall to remain open and continue to operate in line with Public Health England and Government guidance.

Phase 2:

Operations to remain as agreed at Full Council on the 3rd September 2020 and tightening of secure measures to reduce the risk of the virus spreading listed as follows:

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.

Tightening of Covid-19 secure measures:

1. All staff to remain working from the Guildhall and Belle Vue following the secure measures and risk assessments at all times.
2. Limiting the number of staff entering the Guildhall to maintain safe working practices.
3. Councillors are asked not to visit the Guildhall and to continue to communicate by phone or Zoom to maintain safe working practices.
4. Pre Precept meetings to be held by Zoom in order to reduce the risk of spreading the virus. Precept paperwork to be delivered to councillors.
5. No Guildhall bookings in phase two. Rooms used to utilise staff in order to maintain social distancing. Room bookings to be considered in phase three date to be confirmed.

Guildhall Footfall Figures:

As at 24th September 2020 reception received 20 face to face enquiries at the Guildhall. Although the number is less than normal it is extremely important for Saltash Town Council to support the community and to recognise the increase in mental health and wellbeing during these unrepresented times.

Costings:

There are no further costs at this stage.

Phase 3 to be considered as more information is received from the Government and Public Health England.

End of Report.

Version 1.1