

## **STC Services and Operational Recovery Plan – Phase 3**

The recovery plan phase 3 version 1.1 has been worked up following the Prime Ministers address to the nation held on the 31<sup>st</sup> October 2020 in consultation with all staff giving due regard to Public Health England, Government guidance and mental health and wellbeing.

### **Guildhall Phase 3:**

Guildhall to close to members of the public until the New Year. All Guildhall staff to work one week from the Guildhall and one week at home on a flexible approach in terms of staff deciding which week they work from the Guildhall and which week they work from home in consultation with their line manager. Further tightening of safety measures be put in place to reduce the potential risk of the virus spreading.

Guildhall footfall figures for the period of 7<sup>th</sup> September to 4<sup>th</sup> November – 45 customers.

No Guildhall bookings in phase three. Rooms used to utilise staff in order to maintain social distancing. Room bookings to be considered in phase four 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.

### **Location of staff:**

**Town Clerk office:** Town Clerk

**Council Chamber:** Booked appointments with members of the public on hold until the New Year. Also used by the Finance Officer for conducting confidential Zoom meetings.

**Reception office:** Receptionist / Mayors Secretary

**Guildhall Room (Long Room):** Planning and General Administrator, Administration Officer and Finance Officer

**Top office:** Assistant Town Clerk.

In accordance with Public Health England and Government guidance no sharing of desk, phone or stationery.

Refer to the Guildhall Risk Assessment phase 3 version 1.1 for tightening of safety measures. Guildhall staff consulted. Service Delivery Team in receipt of the Guildhall risk assessment should there be a need to enter the building.

Town Council to continue supporting the community by phone, email and social media and to recognise the increase in mental health and wellbeing during these unrepresented times.

### **Library Phase 3:**

The library remains open for a click and collect service and access to IT services for those who do not have this service at home. Opening hours, Monday, Tuesday, Thursday and Friday 10am to 4pm and Saturday 10am to 1pm. Reservations can be accessed online.

Various community activities being held on social media with a good up take from the residents of Saltash.

Refer to the library risk assessment phase 3 version 1.1 for tightening of safety measures. Library staff consulted. Due to the nature of the work sharing of equipment does take place and cleaning procedure followed.

### **Service Delivery Phase 3:**

Full service and operations to continue under the safe covid-19 working practices and risk assessment. Full PPE provided and staggered start and finish times.

Staff operating in bubbles of two to help reduce the potential spread of the virus.

One member of staff per working vehicle.

Refer to the Service Delivery risk assessment phase 3 version 1.1 for tightening of safety measures. Service delivery staff consulted.

### **Costings:**

There are no further costs at this stage.

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

**End of Report.**