

## Council and Committee Meetings – COVID-safe mitigations

This document explains the measures implemented by Islington Council to ensure that council and committee meetings can be held safely and in compliance with government regulations and guidance relating to COVID-19. All attendees are required to comply with these measures to ensure the health and safety of all those present at meetings.

1. Attendance at meetings will be minimised wherever possible to essential attendees only. As required by law, council and committee meetings will be open to the public, however to ensure social distancing, meetings will be operating with significantly reduced capacity.
2. The Council will be webcasting many of its meetings, allowing members of the public to watch meetings live. Non-essential attendees who may wish to observe the meeting are strongly encouraged to observe the meeting remotely via the Council's website and not travel to the meeting unnecessarily. Webcasts of meetings can be accessed from: <https://islington.public-i.tv/core/portal/home>
3. The council's meeting rooms have been assessed to determine safe capacity limits and COVID-safe seating plans have been produced for each room. Attendees will be assigned a seat on entry to the meeting room to ensure social distancing.
4. To support contact tracing, all attendees must register their attendance at the Town Hall by checking in using the NHS COVID-19 app, or by signing in at Reception.
5. All attendees will wear face coverings when entering the meeting room and moving around the room. Attendees should also consider wearing face coverings when not actively participating in the meeting.
6. Hand sanitiser will be available at meetings, however attendees are recommended to carry their own hand sanitiser.
7. Ventilation will be maintained in meeting rooms through open windows and doors wherever possible.

8. Attendees will avoid sharing pens or other stationery and circulating paperwork during the meeting where possible.
9. Attendees will avoid sharing equipment, such as microphone units, where possible. Use sanitising wipes if equipment is shared, or sanitise your hands before and after use. Sanitiser and wipes will be provided.
10. To avoid unnecessary handling of documents and to ensure social distancing, councillors will not be required to sign the attendance register, instead their attendance will be noted by the Committee Clerk.
11. If applicable, name plates will be set out prior to the meeting.
12. Some meetings require attendance by members of the public that exceeds the maximum capacity of the Council Chamber. For those meetings, other rooms will be used as waiting areas to ensure that social distance is maintained and the capacity of the Council Chamber is not exceeded at any time.

Attendees must also follow the UK government's general advice on COVID-19:

13. Attendees are reminded not to attend meetings if they have any symptoms of COVID-19, or live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough) or have been in close contact with someone who is displaying symptoms.
14. Attendees must adopt hygiene measures on arrival and follow the safety measures implemented at Islington Town Hall, including one-way systems, check in via track and trace, and follow the instructions of Council staff supporting the meeting.
15. Attendees must practice social/physical distancing at all times.
16. All attendees are reminded to follow the Government's personal hygiene guidance:
  - wash hands regularly for 20 seconds with soap and water, including before and after each meeting, before and after eating and after disposing of used tissues.
  - avoid touching eyes, mouth and nose.
  - sneeze/cough into tissues or one's elbow.

If you have any questions about the safety measures at council and committee meetings, please contact [democracy@islington.gov.uk](mailto:democracy@islington.gov.uk)

Further guidance and support is available from <https://www.gov.uk/coronavirus>