

## Information to be provided to the whole group

1. You should under no circumstances enter the Meeting House
  - if you have been asked to self-isolate by Track, Trace and Protect;
  - if you have, or have had in the last 10 days, COVID symptoms – a new continuous cough, a high temperature or a loss or change of taste and smell;
  - if a member of your household has had these symptoms in the last 14 days;
  - if you or a member of your household has, or has had in the last 14 days, coronavirus;
  - if you are awaiting a COVID test result unless the test is solely because of a routine requirement of your job.
2. Those who have been vaccinated should continue to follow all the required measures as there is insufficient evidence that vaccination prevents transmission of the virus.
3. You should maintain 2m distance from others if queueing to enter the building, while moving through the building and in the meeting room [this does not apply to a member of your household or a carer who accompanies you]
4. Face masks should be worn while in the building unless you are exempted.
5. Some windows will be open to maintain good ventilation so you should wear clothes that will keep you warm enough.
6. There is a hand sanitiser dispenser outside on the front door. Please use this before ringing the bell.
7. Use hand sanitiser again once in the lobby.
8. Avoid passing people in the hallway or on the stairs, waiting for your route to be free. Touch as little as possible. If you are using room 4, access by the back staircase, accessed through the doorway on the left just before the main staircase.
9. No articles are to be left in any of the public spaces under any circumstances.
10. Toilets are available on the ground floor - one cubicle in the women's toilet and the accessible toilet. After using the toilet please spray the toilet seat and flushing handle with antibacterial cleaner and dry using cleaning paper provided. Dispose of the paper in the bin provided before washing your hands. Spray and wipe the taps in the same way after use. The toilet on the first floor should not be used: it is only for the use of tenants.
11. The kitchen is not available for use. Please bring your own refreshments and take your rubbish away with you.
12. Please use the hand sanitiser before leaving the building.
13. All use of the building is at your own risk and it is everyone's responsibility to protect others as well as themselves by observing [Welsh Government regulations and guidance](#).