



<p>1. Warning</p>	<ul style="list-style-type: none"> • If you or any members of your household are displaying any symptoms of Covid-19 you must not attend any meetings. • Similarly if you are required to self-isolate or quarantine then you must not attend.
<p>2. Attendance numbers</p>	<ul style="list-style-type: none"> • A maximum group size of 6 people from 2 households are able to meet outdoors at our Terrace. • Due to the size constraints of our gazebo rain shelters, we are not distinguishing between adults and children when working out our total of 6 people. The one exception to this is for babies/children of pre-school age who can sit on a parent’s lap who can be included in addition to the main group of 6.
<p>3. Travel</p>	<ul style="list-style-type: none"> • Where possible people should walk or cycle to meetings and avoid travelling by public transport
<p>4. Hygiene</p>	<ul style="list-style-type: none"> • Attendees must use hand sanitiser stations when entering and leaving the site. • Please cover your mouth and nose with tissue or your sleeve (not your hands) when you cough/sneeze. • Avoid touching your eyes, nose or mouth if your hands are not clean.
<p>5. Face coverings</p>	<ul style="list-style-type: none"> • You should wear a face covering (unless exempt for health or other reasons) in any situations where 2m physical distancing is not possible.
<p>6. Physical distancing</p>	<ul style="list-style-type: none"> • Maintain 2m physical distancing at all times with people from outside your household. • If for any reason physical distancing isn’t possible, wear a face covering. • Take care to avoid potential congestion points at entrances/exits to our sites.



<p>7. Signing in and being on time</p>	<ul style="list-style-type: none"> • All meetings must be booked in advance. • People attending the meetings must sign in with a member of our staff team upon arrival. • Please be punctual and do not over-run on your allotted time. Times is needed to allow us to clean up between bookings and your co-operation on this is much appreciated.
<p>8. Toilet & disabled access</p>	<ul style="list-style-type: none"> • Toilet facilities at our Workspace building are for staff use only. • In emergency situations or where people have an underlying medical condition, our staff have discretion to arrange access. • Face coverings must be worn when in the kitchen and toilet areas of our Workspace building. • Our Terrace has a disabled access stair lift. If you require to use the stairlift then please let us know at the time you make your booking so we can make sure staff are on hand to assist.
<p>9. Refreshments</p>	<ul style="list-style-type: none"> • Members of the public are encouraged to bring their own travel mugs and refreshments and should avoid sharing cutlery and food supplies with people from outside their own household.
<p>10. First aid and Covid tests.</p>	<p>In the event of someone in your group becoming unwell with Covid symptoms (a high temperature or fever, a new continuous cough or a loss of, or change in sense of smell or taste) you should take the following steps:</p> <ul style="list-style-type: none"> • Isolate the ill person in a separate area to other people and immediately inform a member of staff • Inform person who is ill of procedures for booking Covid-19 test and self isolating – people can go online to www.nhsinform.scot to book a test. If they cannot get online they can call 0800 028 2816. • If necessary get advice from NHS Direct.
<p>11. NHS contacts</p>	<p>NHS 24: 111 Test and Protect - https://www.nhsinform.scot/ 0800 028 2816</p>