



	<p>30 minute window is required between meetings to allow custodians opportunity to clean touch points.</p> <p>The Chair/meeting lead to make sure everyone is comfortable with restrictions before the meeting starts and be responsible for ensuring attendees sign the declaration.</p>	<p>Custodians will monitor the room booking system to clean appropriately, ready for the next meeting.</p> <p>Forms for each attendee to be completed with a declaration that they do not currently have any Covid -19 symptoms or have recently been in contact with anyone diagnosed as carrying the virus or displaying the symptoms.</p> <p>Custodians will collect and store the forms for future reference for a 21 day period after which they will be securely destroyed.</p>	<p>Chair/meeting lead</p> <p>Custodians</p>
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