

WOKINGHAM TOWN COUNCIL



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As with many organisations Wokingham Town Council has been reflecting over the past week about its approach to the release of lockdown restrictions and how to best manage our business to support the health of residents using the services of the Council and our staff team.

The pandemic is far from over and in the light of the continuing high rates of infection in Wokingham we are recommending that everyone continues taking prudent measures to reduce the risk of transmission of the disease, at a time when the legal restrictions have been removed. Infection control and public health guidance has not changed. So please,

"Be cautious, be careful, be kind."

Use your personal judgement to both protect yourself and to be respectful of those around you.

While cases are high and rising, we feel it is important to maintain social distancing measures at the Town Hall and Woosehill and we respectfully ask all visitors to stick to the guidance so we can continue to keep everyone safe. It is equally our intention to follow a cautious and transitional approach to increasing traders on the market. Officers in the Information Centre together with the Market Manager will work with you to both discuss your needs and make suggestions where adjustments may need to be made. We are committed to bringing the market back to full strength and opening our venues, enabling long awaited and much missed activities to resume and trust that you will be flexible where necessary to achieve safe activity levels.

As above we are considering the period to September as a transition back to more normal working but will be closely monitoring both Government and Public Health guidance. As necessary we will make any adjustments but will remain in discussion with you all where this might impact on your trading or particular activity.

Please feel free to discuss any points with the Information Centre officers, Market Manager or I am also happy to talk to anyone directly.

Jan Nowecki
Town Clerk

WTC Position – August – September 2021

These points are recommended guidance for organisations and individuals interacting with the Town Council during this period and we politely request that you consider adhering to them.

The Town Council strongly believes that, by following this approach infection transmission will be limited whilst everyone can benefit from the Government's easing of lockdown restrictions:

- Social distancing measures should remain in place
 - The one-way system will remain at the Town Hall for the foreseeable future.
- Mask wearing should remain in place in public areas and until people are seated or engaged in physical activities.
 - This continues to be encouraged on the market
- Continue to take regular tests and observe self-isolation guidance
- Hygiene – please continue be vigilant with hand washing, use of hand gel, ensuring surfaces etc are kept clean
 - WTC will continue to provide hand sanitiser, anti-bacterial wipes and surface cleaners etc in its hired areas.
- For hirers:
 - continue to take attendance registers/use QR codes to facilitate track & trace. QR codes will remain on our buildings
 - You will be required to provide an updated risk assessment which reflects the current COVID position before your booking is finalised.
 - To maximise ventilation, we ask that you open as many windows and doors as possible at both Woosehill and the Town Hall but also that these are closed again at the end of your session.
- As bookings increase Information Centre colleagues may need to work with you to stagger start/finish times to ensure we are able to maintain social distancing
 - as in normal times we would expect you to manage set up and clearance within your booking time.