**Face-to-face meetings policy**

**Who is covered by this procedure?**

All staff, trustees and volunteers

**What is covered by this procedure?**

Our staff, trustees and volunteers are expected to meet face-to-face on occasion as per our meetings plan and in line with our new working policy.

This policy covers our Covid safe protocols for face-to-face meetings.

It describes what DSC expects of you, what we expect of each other and why it is important.

**Purpose**

The purpose of this policy is to ensure that we can meet up face-to-face in as safe a way as possible and reasonable.

At DSC we operate on basis of trust so we will not require proof that the protocols have been followed, nor proof of vaccination or testing. We believe that all our staff, trustees and volunteers have each other’s safety and health at heart and will do what is fair and reasonable to keep each other safe.

**Process**

**Prior to the meeting**

* Anyone who has concerns needs to discuss with their manager what support they need to enable them to attend a face-to-face meeting
* Everyone is expected to take a lateral flow test before the meeting. This test is free and can be obtained from your local pharmacy or from the government website: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>
* A negative result is required for you to attend the meeting. If you do test positive, please inform the meeting organiser as soon as is reasonably possible.
* Please minimise unnecessary contact with others between taking the test and the time of the meeting where possible (we understand that may be harder in some circumstances, for example public transport, but know you will do your best)
* If you test positive, please follow the current government advice – but you will not be permitted to attend a DSC meeting in person until you have a negative result
* If it is a larger meeting and someone tests positive but is symptomless, the manager will decide whether they still wish to hold the meeting and how you can be involved if appropriate (eg dialing in via Zoom etc).

**During the Meeting**

* It is up to meeting attendees if they wish to wear a mask during the meeting. It is not compulsory but should be discussed with colleagues if necessary.
* We ask everyone to follow normal hygiene processes such as hand washing and social distancing before, during and after the meeting.
* We will ensure that hand sanitisers and face masks are available during group meetings.

**After the meeting**

* If you develop Covid within 10 days subsequent to a meeting with colleagues, please inform the Exec Office Manager so that meeting attendees can be informed and take the appropriate action.