

Please find enclosed an information guide for the protocols developed, in conjunction with Health and Safety, for your attendance to observe the Postal Vote Opening Sessions being held in the County Hall **from Monday 26<sup>th</sup> April until Thursday 6<sup>th</sup> May.**

Your safety, and that of our staff, is a priority and you will observe the following measures in place within the County Buildings and County Hall:

- **Temperature checks as you enter the County Buildings**
- **Designated signing in/out area at reception for Track & Trace**
- **Having your own designated Candidate pack, containing your security pass and information sheets on the opening process**
- **A one-way system in the County Hall**
- **PVC screens between staff workstations and the observation area**
- **Supply of PPE (Masks, gloves and visors if required)**
- **Hand Sanitisation stations and sanitisers**
- **Staff desks placed to ensure 2m distancing**

We would also ask that you

- **Do not share stationery items or passes**
- **Do not touch any signs or information laminates**
- **Avoid touching your face as much as possible,**
- **Wash / sanitise your hands regularly, and**
- **Wear your face mask when you are walking about the County Hall or the Building.**

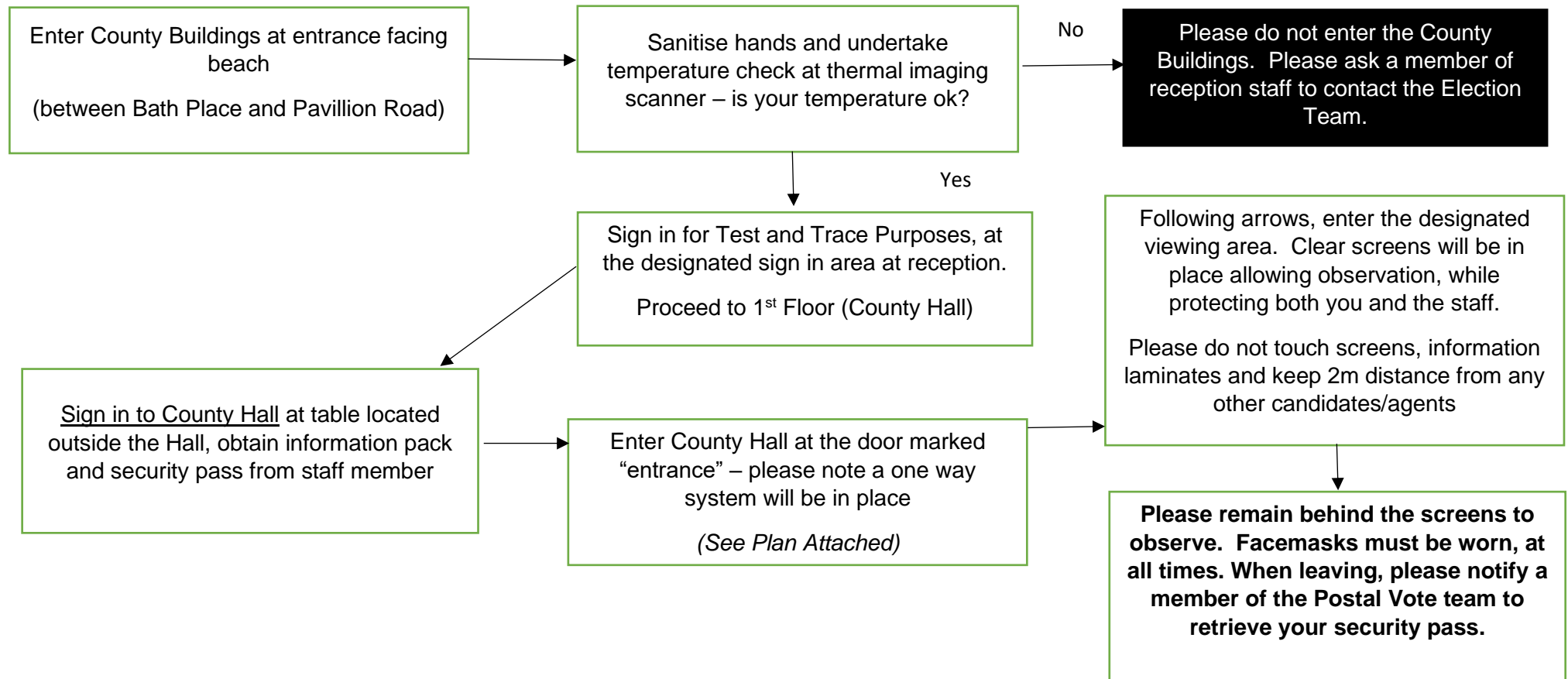
I hope that this information is of some assistance, and if you have any queries please do come back to our Postal Vote Team.

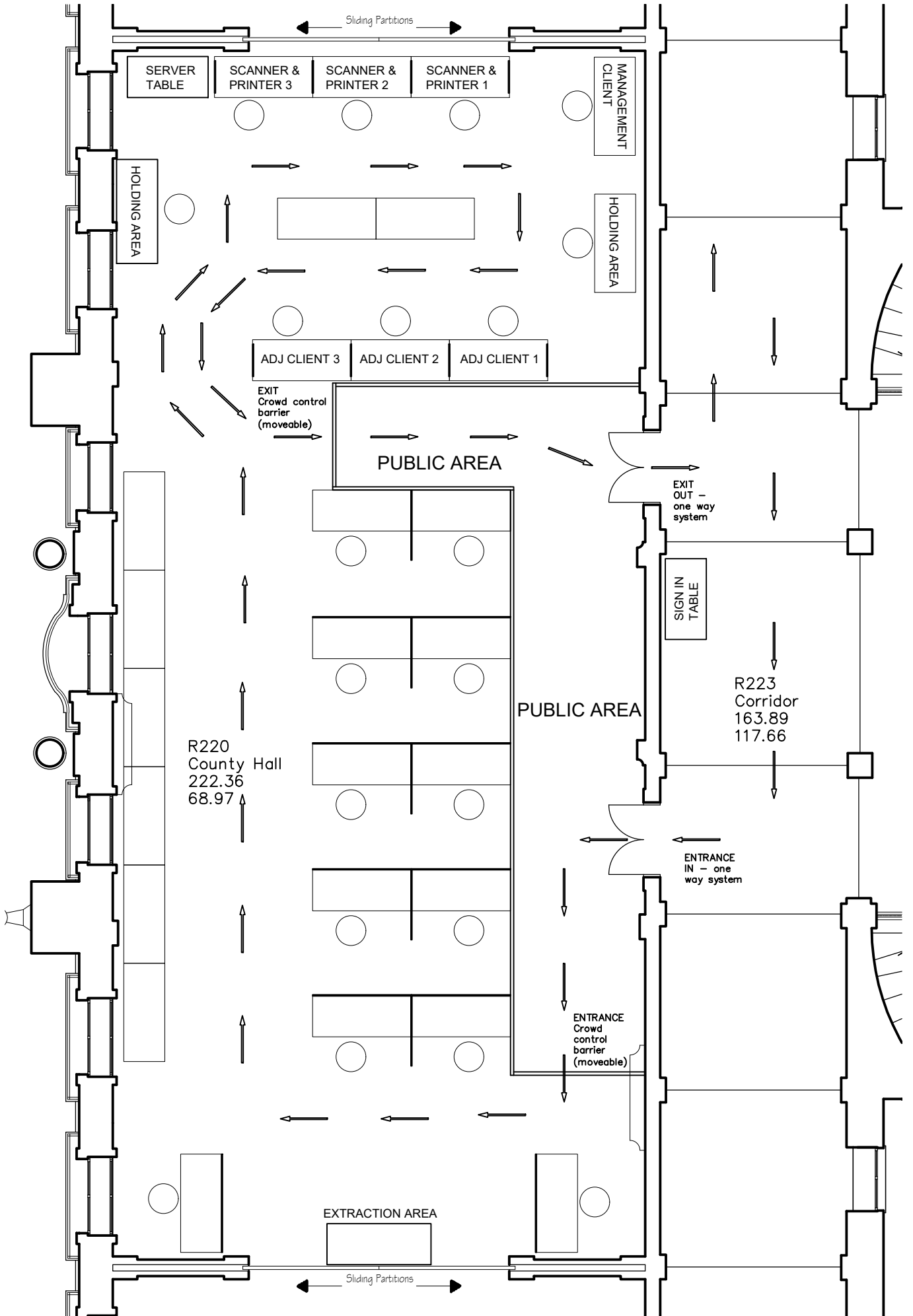
## Postal Vote Opening Sessions

### Protocols for Entering the County Buildings and County Hall (COVID19)

**2m Distance must be maintained, please ensure hands are sanitised and washed regularly**

**Facemasks must be worn when moving about the County Buildings at County Hall**





## Postal Vote Opening Sessions

### Protocols for Exiting County Hall and County Buildings (COVID 19)

**2m Distance must be maintained, please ensure hands are washed/sanitised regularly**

**Facemasks must be worn when moving about the County Buildings and County Hall**

