

SCOTTISH COUNCIL ELECTIONS – 5 MAY 2022 CANDIDATE NOMINATION PROCEDURE

The following procedure should be followed by Candidates or Agents for the Election nomination process within the Maybole Committee Room, County Buildings, Ayr:

Prior to attending:

- Please respect the request that a maximum of two people attend to record nomination - the Candidate and or Agent.
- Nominations should be arranged by appointment.
- Face masks must be worn.
- Under no circumstances should anyone attend appointment if experiencing symptoms of Covid-19 or if they are aware they have been in close contact with an individual who has been diagnosed with Covid-19.
- Please be alert to signage displayed throughout the County Buildings, reminding all who enter to sanitise hands and maintain 2m distancing.

On entering County Buildings:

- On entering the County Building all attendees must wear a face mask and utilise temperature scanner located in main reception area.
- Use hand sanitiser provided in reception.
- 'Sign in' on sheets provided (*using own pen*) to aid track and trace.
- Follow one-way system clearly marked up **left hand** main stairwell
- Signage will be displayed directing all attendees to the Maybole Committee Room
- Maximum numbers in Maybole Committee Room will be 5: this will be 3 Council staff (fixed team: Wynne Carlaw, Karen Briggs & another staff member) 1 Candidate and or Agent.

Arrival at Maybole Committee Room

- Entrance door to Maybole Committee Room will be kept wedged open to reduce touch points.
- Where possible good ventilation will be maintained using natural 'fresh air' ventilation (opening windows).
- Hand sanitiser is available at entrance to the Maybole Committee Room and on the staff table, all attending must utilise this on entering and when exiting the room. Staff will ensure that they hand sanitise regularly throughout the day of the nominations. All should avoid contact of the face with unwashed hands.
- On entering the room please note that Nomination papers can be accessed from a designated table on the **right hand** side.
- All Nomination papers should be left by the Candidate or Agent on the table.
- Candidate or Agent should then proceed immediately to their designated seat within the meeting room, and avoid moving from chair to chair.
- Council staff will be seated at the tables in front of the windows of the Maybole Committee Room, chairs will be set up over 2m apart.

- Candidate or Agent must sit at end of table nearest the entrance door to the Maybole Committee Room, all persons will be located 2m apart. (See *diagram below*).
- Name plates are displayed so that attendees know where to sit immediately on entering the room.
- A number of chairs have been declared 'out of use' by the use of yellow and black hazard tape.
- High touch points will be wiped down with sanitizer regularly and at least between appointments.
- Avoid sharing pens or other equipment

Exiting the Maybole Committee Room

- Sanitise hands, follow exit corridor and one way system on opposite staircase. 'Sign out' on the sheets provided (using own pen) and exit County Buildings.