

## From Cowling Village Hall Committee

To users of Cowling Village Hall

This Thursday, 6<sup>th</sup> May, Cowling Village Hall will be in use as a Polling Station for the Police, Fire and Crime Commissioner Election and for Cowling Parish Council Elections. The Polling Station is open from 7am to 10pm so there is a lot of time available for members of our community to vote.

However please be aware that Cowling Pre-School children and staff will also be in Cowling Village Hall on that day with up to 22 children and carers accessing the building around 9am and leaving around 3pm. They are usually safely in the pre-school room within half an hour of 9am and have exited from the premises within half an hour of 3pm. A few will leave at noon.

A representative of the Returning Officer has visited the premises and has recommended that a One-Way system is implemented. They will provide a Queue Marshall that day. They expect the pre-school children to use the main Village Hall entrance as normal, so if you come to vote at those times you may need to queue for access. The one-way system will lead through the main hall and out of the building via the steps and car park fire door. Those with disabilities or with prams will still need to exit via the main door however.

There are some things you can consider that will help us to mitigate against transmission risks and any risks of car park incidents:

- Please follow voting guidance or request help via the contact numbers on your poll card if you are affected as a result of coronavirus exposure, testing or symptoms
- If possible walk to the Village Hall as the car park is already likely to be full when you arrive during the day. Current forecast is a sunny morning, light showers later.
- Please do not use the car park just to turn around as the fire doors are being used as an exit point
- Please supervise your children more closely as it is possible there will be more traffic using Acre Road.
- Follow any guidance given by the Queue Marshall
- Keep a 2m distance from others if you have to queue for entry or whilst in the Village Hall
- Sanitise your hands on entry and on exit of the Village Hall. Quicker if you have your own little bottle of sanitiser handy, but there will be some available.
- Adults to wear a mask whilst in communal areas within the Village Hall.
- Please give way to anyone that does have to exit through the main door
- Please be considerate of pre-school staff when they need to move through the corridors to access other parts of the village hall for their duties.
- Avoid touching any doors or objects you do not need to. Remember you can bring your own pen or pencil if you wish
- Don't stay in the vicinity longer than you have to

Thank you for your understanding and co-operation in this matter.