



**WEST MOORS TOWN COUNCIL**  
**Novel Coronavirus: Covid-19 Policy**

**This Procedure applies to all staff, part time and full time.**

The Town Council will follow the advice of Government and NHS England in relation to good practice in dealing with this current outbreak. In the event of coronavirus affecting the Parish of West Moors, either from following that advice, or due to staff illness then all Town Council meetings would be cancelled.

The Chairman, Vice Chairman and the Chairman of F & GP would be given the powers to act on the Town Council's behalf and would ensure that the Town Councillors are kept well informed via email.

The Town Council office would be closed but emails would still be answered, and the Clerk and Assistant to the Clerk would publish the Council emergency mobile telephone number and take in turns to man this phone. A notice would be put on the door of the office advising how to obtain information from the Government website, the NHS website and Dorset Council website as well as providing the Town Council Facebook and website addresses.

All the public events in connection with the Town Council would be cancelled.

The Town Council would update any information on their Facebook page with any new advice, warning etc to the public.

The Town Council Website and Facebook page would have the relevant links to the Government and NHS websites which would show any updated information.