

Face to Face Public Meetings in The Salford Suite, Civic Centre and at 100 Embankment

Face to face public meetings have been held in The Salford Suite in the Old Town Hall Building at the Civic Centre from Wednesday 1st September 2021.

1. General guidelines for meetings

- a. We are holding most public decision making meetings in the Salford Suite at the Civic Centre in Swinton but it is not possible at this time to hold some meetings of **Licensing and Safety Regulatory Panel** and the meetings of the **Planning and Transportation Regulatory Panel**, due to the number of people required to attend and so they will remain at 100 Embankment for the foreseeable future. There may also be times, when the date and times of meetings clash, that one may need to move to 100 Embankment.

2. Using the Salford Suite for face to face meetings

There are also construction works be carried out in the Civic Centre so it is very important, for everyone's safety, that you only visit the Salford Suite when attending meetings.

a. Where to enter the building

You must enter the building by the main front door of the Old Town Hall building. You will need to be let into the building as a pass is required so an officer from Democratic Services should be on hand to direct you safely to The Salford Suite. *For evening meetings, if you cannot get access via the main front door please walk around to the main Reception and press the out of hours buzzer to gain access.*



b. Areas of the building that are closed to people attending meetings

- Building renovations are taking place in the Civic Centre so access to rooms and space is very limited. Parts of the building will remain closed and many contractors will be working on site.
- Other members of the public are also using the building to access the Registrars offices and the ceremony rooms and arrangements **and to help us manage the numbers of people in the building so access is restricted to the Registrars corridor and the ceremony room's corridor during the day.**

c. Toilets

- The toilets on the first floor on the committee room corridor **must** be used. The Registrars corridor will not be open to members, officers and members of the public attending meetings in The Salford Suite during the day.
- The accessible toilet can be used on the Registrars corridor if required.

3. **What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test.**

The advice on the [gov.uk website](https://www.gov.uk) says:

- Try to stay at home and avoid contact with other people if you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.
- If you leave your home while you have symptoms of a respiratory infection, and you have a high temperature or feel unwell, the following actions will reduce the chance of passing on your infection to others:
 - wearing a well-fitting face covering made with multiple layers or a surgical face mask
 - avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
 - covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food and avoid touching your face.

4. **What to do if you have a positive COVID-19 test result**

The advice on the [gov.uk website](https://www.gov.uk) says:

- Try to stay at home and avoid contact with other people if you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.
- Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.
- Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination, for 10 days after the day you took your test.
- If you leave your home during the 5 days after your positive test result the following steps will reduce the chance of passing on COVID-19 to others:

- wear a well-fitting face covering made with multiple layers or a surgical face mask.
- avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated.
- cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face.

5. Meetings continuing at 100 Embankment

a. Travelling to 100 Embankment

- There are a range of travel options to 100 Embankment, and full details can be found at this link: <https://embankmentmanchester.com/transport-options>.
- It is a 4 minute walk from Manchester Victoria train and tram stations
- The Free Bus stops outside both Salford Central Station and 100 Embankment
- There is secure cycle storage and showers on site.

b. Parking at 100 Embankment

- There is onsite parking in the underground QPark (Deansgate North) immediately below the building. Discounts are available for parking booked in advance (<https://www.q-park.co.uk/en-gb/cities/manchester/deansgate-north>). Cleminson Street remains the closest Salford City Council parking.
- Taxi drop off is available immediately to the front door of the building.