



**NEW ROMNEY TOWN COUNCIL**  
**Preparations for Re-Opening of New Romney Town Hall to the Public**



**At Present New Romney Town Hall remains closed.** If you need to contact the Council, you may continue to do so by email, post or telephone:

New Romney Town Council  
Town Clerk's Office  
Town Hall  
High Street  
New Romney  
Kent TN28 8BT

Tel: 01797 362348

Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk)

**New Romney Town Council**, however, would like to explain what it is doing, in response to Covid-19, to provide a safe environment for staff and visitors at the Town Hall when it is able to re-open.

- Prior to Town Council staff returning to work at the Town Hall, thorough cleaning will have taken place, with particular attention having been focused on high frequency contact points, such as light switches, door handles, work surfaces, toilet facilities and shared staff equipment. On-going cleaning of the Town Hall will take place more frequently.
- Fewer staff members will work from the Town Hall at any one time and staff will have been provided with information relating to hygiene and social distancing protocols for the workplace.
- A Perspex screen will have been installed in the visitor area to separate visitors and Council staff.
- A one-way route through the Town Hall visitor area will have been established with clear signage and floor markings to ensure that visitors can maintain social distancing during their visit.
- Due to limited space inside the building's visitor area, only 2 visitors will be permitted into the Town Hall at any one time. Sometimes, it may be necessary, therefore, to queue outside the Town Hall (adjacent the wall towards Town Hall House), so visitors would be advised to wear suitable clothing/ bring an umbrella in inclement weather. Signage on the Town Hall door will confirm the maximum permitted number of visitors; if visitors can attend the Town Hall alone, they should try to do so – but it is recognised that this is not always possible.
- Hand sanitiser stations will be located at the entrance to and exit from the Town Hall, with signage in place to remind visitors to sanitise their hands when they enter and exit the building.
- The Council Chamber will remain closed for meetings; Council meetings will take place remotely.
- Viewing of Town Council documents will be strictly by appointment only.
- Use of the Town Hall Meeting Room (for instance, to view documents) will be limited to use by a maximum of one person only; it will be necessary for the user to sanitise hands and wipe down the work surface and any other contact points before and after use.
- To avoid the need for Council staff to handle cash, the Council requests that any required payments are made by cheque (which can be delivered or posted to the Town Hall) or by electronic payment (relevant details may be obtained from the Clerk).
- Visitors to the Town Hall will be asked to provide name and contact details for Covid-19 track and trace purposes, should such action become necessary due to an outbreak linked to the Town Hall
- **Members of Public are respectfully reminded that, when, in due course, the Town Hall re-opens, they should NOT visit the Town Hall if they are displaying symptoms of Covid-19 or if any member of their household is displaying symptoms; they should, instead, follow government guidance regarding self-isolation at home.**