**OPERATIONAL ARRANGEMENTS FROM 23 MARCH 2020**

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| **DECISION**  | **REASON**  | **DATE MADE**  |
| To remove admin office PC to their homes.  | When running security checks on personal device and the old office laptop – QIC recommended that all work cease on these devices due to high risk of data security.  | 24 March 2020 |
| Cemetery work to be carried out from excel spreadsheet After consultation with RBS now able to access cemetery program. | With feeder PC out of the office, unable to remotely access the cemetery package.  | 24 March 202026 March 2020 |
| Ops staff asked to stand down  | Following Government announcement to stay at home | 24 March 2020 |
| Ops staff asked to come back on rota basis – with guidance to keep 2-meter distance, wash hands, to take staggered breaks and clean machinery.  | Further guidance from Government regarding safe working and mimicking arrangements at EBC. Essential maintenance, litter picking and safety/security checks to resume.  | 25 March 2020 |
| Knowle Park Allotment site – WC to be closed with signage displayed. | As per National Allotment Association guidelines – to prevent spread of disease in communal facilities. | 26 March 2020  |
| New Century Park Gym taped off/closed | To prevent spread of virus as per Government advice | 27 March 2020 |
| Pine tree identified as ‘dangerous’ following March annual tree survey to be felled on 30 March 2020  | To prevent serious injury should the tree fall. Operations Manager acting on advice from two independent Arboriculturists. Monies to be taken from exisiting tree budget. | 27 March 2020 |
|  Signage on cemetery access road and gate warning of social distancing measures and not to park unnecessarily in the road | Following complaint from resident regarding large number of cars being parked in the access road.  | 6 April 2020 |
| Neighborhood Policing Team informed of Operations Staff as ‘key workers’ and staff issued with letter of confirmation to carry whilst on their duties | To keep open dialogue with our local PC/PCSO and to safeguard staff should they get stopped whilst on duty | 7 April 2020 |
|  Tree Inspection Report – Shawyers asked to quote for the felling of trees identified for removal due to their being dead, dangerous or diseased.  |  To identify how much of our tree budget will need to be used to ensure public safety. All quotes to be discussed with Chairman/Vice-Chairman. |  12 April 2020 |
| Burial Regulations relating to funerals for persons who have died with suspected or confirmed coronavirus (COVID-19) | Following guidance from Public Health England – 1 April 2020. | 27 April 2020 |

\*All decisions are made in consultation with the Clerk and Operations Manager and where appropriate all members are notified.

\*\*Decisions relating to operational arrangements will be notified to all staff/members under separate cover.

For the purposes of transparency this decision list will be published on a weekly basis.