



# COVID Guidelines

Castlebar Toastmasters

To ensure the safety and comfort of members and guests we have created this set of COVID guidelines. We hope you have a safe and enjoyable meeting.

## ***Staying Safe***

- ◇ The door will be left open to allow for optimal ventilation
- ◇ Please do not come to a meeting if you have any symptoms that may indicate that you have COVID
- ◇ Maintain social distancing at all times.
- ◇ Wear a mask when moving around.

## ***When you Arrive***

- ◇ Your temperature will be checked when you arrive at a meeting
- ◇ Use the hand sanitiser provided when you arrive and during the meeting

## ***When Speaking***

- ◇ You can remove your mask when speaking.
- ◇ If you are comfortable in doing so, come to the top of the room for all speaking roles and Table Topics.

## ***Coffee Break***

- ◇ At the coffee break, maintain social distancing when queueing
- ◇ Bring your coffee back into the room (and return your cup afterwards)