



AGM GUIDE TO CATER FOR COVID-19

- Venue will be sanitised before and after the AGM takes place;
- No entering of the venue without a mask - no mask, no entry;
- Sanitizing of the hands prior to entering;
- Temperature taken prior to entering and recorded on the COVID questionnaire;
- COVID questionnaire to be completed;
- All attendees are required to bring their own pen for signing the attendance register;
- Attendees are required to print their own documents as prints will not be made available;
- The minutes of a meeting for AGM 2019, Audited Financial Statements, members list, budget will be posted on the wall but not able to be handled by attendees;
- No food and drinks will be allowed inside the venue;
- Social distancing will be implemented - chairs will be placed in a 1.5 metres apart.