

Management Group Meeting

16th March 2020

Aim of the meeting was to develop a management plan to respond to the ongoing issues as a result of the Coronavirus outbreak

Attendance

John Novak	Liz Jones
Helen White	Vince Pagent
Barbara Johnson	Jean Burke
Jan Dixon	

Apologies

Peter Weigh

Discussion took place to identify the issues

Threats facing Earlams

- Reduction in the number of volunteers due to Government advice – Self-isolation for coughs etc
Self-isolation when contracting the virus
Self-isolation for over 70's

Personal reasons – Childcare if schools close
Care responsibilities for family members

It was considered that the volunteer workforce could easily deplete to more than 50% over time.

- Supplies –
Already limited stock for café an issue as rationing is in place
Delivery of Milk and bread is likely to continue
Perishable goods may not be sold increasing wastage
- Others
Cleaning – currently not an issue
Threat from customers who carry/spread the virus

Responses

We will respond to all government advice which may lead to complete closure

The implementation plan is phased

As numbers of volunteers unable to work decreases move to 2 shifts 9-30 to 12-00 & 12-00 to 2-30. Opening hours 10-00 to 2-00

Further reduction in volunteers will lead to reduced menus and new menus printed
Further reduction will lead to closure of café – maintain the shop as long as possible

Increase visits to Lidl to ensure minimal stock – adjust menu offer in response to daily shortages

Reduce Bookers order
Temporarily halt orders to Brambles and Pipers

Extra good practice handwashing signs visible
Sanitisers to be placed at key points
Increase sanitisation of tables, handles and worksurfaces

Implementation

PW's Policy document to be displayed throughout the building and placed on the website [LJ]

Vince to order and fix hand sanitisers [VP]

Barbara to monitor the volunteer situation in order to suggest movement to next stage [BJ]

Volunteers will be informed of the plan by email [JN]

Earlams community support

As and for whatever reason people in the village self-isolate Earlams will offer a free delivery service for those who have no means of getting to the shop.

This will include hot food where available