



ROCKLANDS COMMUNITY SHOP

MINUTES OF EMERGENCY MEETING

held on 6th January 2021 at 8.00pm via Zoom

Present: DS, PD, VM, CJ , MBo and EJ

Apologies for absence: PR, JS and MiB

Update on Lockdown 3 and repercussions affecting shop

- Following request from AL to take unpaid leave for a time, due to greater risk of infection, PD has been in communication with all managers and EJ and come up with following change of plan:

- Shop opening hours to be reduced starting on 07.01.2021 to:

Monday - Saturday: 8.30 - 1.00

Sunday: 8.30 - 11.00 with usual extra times for staff and volunteers to carry out opening and closing procedures.

(ii) MiB and JS will each complete a full shift when on duty to avoid crossover time in order to minimise risk of spread of infection between them. PD will cover Sunday hours with volunteer but PO will be closed.

(iii) PD has made notices for display at shop and will ask MiB to draft a post for Facebook etc for SB to put on social media, with explanation for reason for action.

(iv) Customer orders will continue as before, with a 'click and collect' option as well as delivery. JS will be asked to confirm cut-off time for orders.

(v) Volunteer slots will be two hours each, with last shift possibly being a bit shorter

(vi) Cleaning routine is as good as it can be and will be upheld.

(vii) Thursday afternoon procedures with deliveries will be continued

(viii) Some vulnerable volunteers have already indicated that they are unwilling to continue to do shifts until threat of infection is reduced, which may mean further changes will be necessary. Managers are asking volunteers to indicate if they are still available for shifts.

(ix) Contingency plans will be put into place if either manager becomes ill.

The plan was agreed unanimously and PD thanked for his work.

Extraordinary Meeting closed at 8.42pm

Next Zoom meeting scheduled for January 13th 2021, time tbc