



## Attorney General's Direction

### Parish Hall Enquiry Procedures during COVID-19

This procedure is supplementary to the Attorney General's Direction 4/2019 – The Conduct of Parish Hall Enquiries – and should be read in conjunction with it. The procedure sets out how Parish Hall Enquiries are to be conducted as a result of physical distancing measures during COVID-19 to minimise any risk of spreading the virus to either party.

#### 1) General Practices

- a) All Parish Hall Enquiries shall be held in a room within the Parish Hall where current physical distancing measures can be observed by all parties, *pursuant* to the 'Physical distancing advice for coronavirus (COVID-19)' as issued by the Government of Jersey. The main hall may be considered the most appropriate in the majority of circumstances for this purpose. The Centenier's office is not deemed suitable for conducting an Enquiry at this time. Please note that as of 1 June 2020, physical distancing of two metres is required but may vary as restrictions change. One or more public health posters should appear in the room reminding of the need to physically distance and of the other public health guidance.
- b) Insofar as practicable, the room shall be in close proximity to an outside entrance.
- c) The room together with areas used for the purpose of conducting an Enquiry should have a washable floor surface. The chair used by the Attendee<sup>1</sup> and that of any accompanying person should be easy to wipe down between Enquiries. Where this is not possible, extra hygiene and cleaning measures must be undertaken.
- d) All areas required for the purpose of the Enquiry shall be thoroughly cleaned prior to each Enquiry (see Section 7).
- e) Where possible, doors should be secured open to minimise contact with surfaces.
- f) In order to maintain safety measures and to respect the privacy of the Attendee, the Parish Hall should remain closed to members of the general public for the duration of the Enquiries.

#### 2) Set Up

- a) Initially four Honorary Police Officers are required for an Enquiry to take place to ensure there is appropriate management and conduct: this may in due course reduce to three Officers as considered appropriate with only one stationed outside of the Parish Hall.
  - Centenier to conduct the Enquiry;
  - Honorary Police Officer to act as a witness to the Enquiry;
  - Honorary Police Officer located at the entrance point to the Parish Hall;

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<sup>1</sup> "Attendee": paragraph 2 of the Attorney General's Direction 4/2019. Every person formally warned to attend at an Enquiry and who does so attend (hereinafter referred to as "an Attendee")

- Honorary Police Officer to direct the Attendee(s) as required.
- b) seating arrangements for those Honorary Police Officers conducting the Enquiry shall:
- be a minimum of two metres apart and adjacent to one another with a table placed in front of them;
  - each be opposite the Attendee and maintain an equidistance of two metres from each seating point (it may be considered appropriate to place indicators on the floor to facilitate this).

### **3) Attendee's Appointment**

- a) Each Enquiry should take place no less than every 20 minutes (this permits on average 10 minutes for the Enquiry and 10 minutes to carry out hygiene/cleaning procedures).
- b) The Attendee should arrive at the Parish Hall at their allocated time, not before (no waiting facility is to be provided within the building). Confirmation should be sought from the Attendee that they are not considered to be in the vulnerable group, have not just returned to the Island and have not experienced COVID-19 symptoms within the 14 days immediately prior to the Enquiry.
- c) In the event of inclement weather conditions the Attendee, if travelling by car, should remain in that vehicle until they are contacted by the Centenier (as detailed in the request for Attendee's appearance letter).

### **4) Documentation**

- a) There will be no requirement for the Attendee to sign any documentation. Where a signature is required:
- the Centenier will verbally ask the Attendee to confirm that they have understood and agree to the outcome. Once confirmed by the Attendee, the Centenier will sign on their behalf and;
  - the Honorary Police Officer acting as witness will sign in that capacity.
- b) if a written caution is issued, the Attendee can either:
- take a copy away with them (to be provided in a clear, plastic sleeve with written instructions not to open for a period of four days);
  - have a copy scanned and emailed to them.

### **5) Payment**

- a) Where a fine is imposed, the following payment methods will be accepted:
- online – via bank transfer
  - credit card/debit card
  - cash – to be placed in a clear plastic sleeve with written instructions not to open for a period of four days.

## **6) Facilities**

- a) The use of toilet facilities at the Parish Hall is to be discouraged. In the event that their use is necessary, thorough cleaning should take place as soon as practicable and certainly before the arrival of the next Attendee.

## **7) Hygiene/Cleaning Practices**

- a) Sanitiser gel is to be available at entry points to the Parish Hall.
- b) In the room where the Enquiry is to be conducted:
  - sanitiser gel/wipes and a supply of PPE (ie masks and gloves) should be available if requested.
  - an appropriate disposal receptacle shall be provided.
- c) All surface areas, equipment and facilities used for the purpose of the Enquiry should be sanitised and cleaned thoroughly after each Enquiry with particular attention to the touch points (eg door handles, light switches, hand rails, chairs).