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**Minutes of the Three-Hundred & Forty Four  
Special Meeting of the Board of Directors  
held via telephone conference call,  
on Friday 29<sup>th</sup> October 2021 at 7:00 p.m.**

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**Present were:**

Alric Lindsay	Director, Chairman
Stanley Panton	Director, Deputy Chairman
Heidi Hunte-Webster	Director
Anna Peccarino	Director
Kelvin Dixon	Director
Dane Walton	Director
Paul "Andy" Bodden	Director
Barry Martinez	Director
Troy Whittaker	Director
Edward Howard	Director (ex officio-non-voting)
Faith Powery	Executive Secretary

**1. Constitution of special meeting**

It was noted that notice of the special meeting (called under exceptional circumstances) was circulated to all directors, a quorum was present and the meeting was therefore duly constituted.

**2. Tabling of NRA COVID19 plan**

It was noted that the NRA COVID19 plan was circulated to all directors and tabled at the meeting.

**3. Initiation of Level 4 of NRA COVID19 plan**

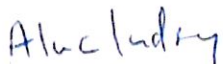
After discussion, it was resolved that, although no NRA staff member has tested positive, the following be done:

- (a) While the NRA's factual current scenario is between Level 3 and Level 4, NRA adopt the conservative approach and Level 4 of the NRA COVID19 plan be and is hereby enacted with immediate effect
- (b) All staff be encouraged to complete PCR Testing (Edward to suggest deadline for this, maybe state Monday in the whatsapp message)
- (c) All staff to self-isolate until negative COVID19 test received
- (d) All staff to advise Public Health if positive
- (e) All essential staff to be assigned company vehicle (Edward to determine) (MD, Works Manager, Superintendents, Fleet Manager, HR, CFO and foremen)

- (f) Staff who can work from home to be instructed by MD to do so
- (g) Only critical services to continue and list of services to be confirmed by MD
- (h) Consider staggered shifts for workers who are negative (when the office reopens)
- (i) Until MD determines that office should be reopened, office is to be closed to the public and all staff except staff required for critical services (provided that they test negative)
- (j) Vulnerable members of staff MUST remain at home. Two vulnerable persons were identified.
- (k) All staff be telephoned or sent a whatsapp message them advising them of the decision to initiate level 4 of the NRA COVID19 plan (Deadline for final comments is October 30 at 1200pm and message to be sent out on October 30 by 100pm)
- (l) Adhere to UK Public Health or higher standards in execution of level 4 of the NRA COVID19 plan
- (j) NO overnight sweeping be done on the road on the night of October 29 (MD to advise the worker of this. Otherwise the public/media will take note)
- (k) All staff be tested on a weekly basis
- (l) The stock of 150 lateral flow tests held by NRA be expanded (MD and Deputy MD to forward price quotes if government will not provide)

#### 4. Termination of meeting

There being no further business, the meeting terminated.



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Chairman of the Board  
Confirmation of minutes



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Executive Secretary  
Seconded: Confirmation of minutes