

### The Museum Visit

**Visitors usually explore our school rooms - so now we have confined visits to our main exhibit – the Wilderspin Infant Schoolroom & Playground, which are low-risk spaces.**

**We usually encourage visitors to touch exhibits - so now we have removed the things children and others usually pick-up.**

- a. To minimise contact and meet government guidelines admission is restricted to single households or members of any two households (or support bubbles)
- b. A token system is in place to control admission. Timed slots can be booked in advance.
- c. Visitors are confined to the Wilderspin Schoolroom primarily – this minimises the need to touch exhibits and helps with a revised cleaning regime
- d. There is a one-way flow from Reception, through the Uppleby Room, to the Wilderspin Schoolroom and out into the Playground. Signage reminds visitors of this and maintaining one metre plus distance.
- e. Admission and movement are monitored by a Steward assisted by Old School Canteen staff.
- f. The Victorian Classroom is viewable, but visitors are prevented from touching exhibits.
- g. Only one member of staff will be on duty, acting as a Steward, and will be based in the Wilderspin Schoolroom but encouraged to move around the site and help with supervision.
- h. Doors and the Playground gate are to be held open to avoid the need to touch the handles. This will require the Fire Wardens to close doors as part of emergency evacuation procedures.
- i. Loose items such as handling objects and information holders removed.
- j. Windows will be opened wherever possible to increase ventilation.
- k. Confirmation is required of the need to record visitors' contact details.
- l. All visitors will need to share their contact details as part of Track & Trace. The record will be kept for a maximum of 21 days. Visitors will be informed why and how we record their details to reassure them our methods are compliant with our GDPR (Data Protection) policy (revised).

### Hygiene

**We have changed the way we clean the Museum and have adopted measures to help prevent the spread of Covid 19 including provision of hand sanitizer.**

- a. Visitors are reminded, using signage at entrance, not to enter if they have Covid symptoms but to return home and telephone 119 to initiate testing and tracking. Staff can ask visitors to leave the site if they display Covid-19 symptoms.
- b. Hand sanitizer points have been set up at the Entrance, Wilderspin Schoolroom, Aelberry Building, Joseph Wright Hall – with signage.
- c. Signage encouraging hand washing are displayed.
- d. Use of the Robertson bench at the Entrance will be reviewed.
- e. An amended cleaning regime has been devised with reference to government guidelines. This includes regular cleaning of touchable surfaces and seating. Soft furnished seating has been removed.

### Staff Welfare

**You will see fewer staff to reduce risk and their roles have changed.**

- a. Staff experiencing Covid 19 symptoms must not work but should stay at home and telephone 119 to initiate testing and tracking. They should remain at home for 14 days even if the symptoms clear up. Staff should ask colleagues to leave the site if they display Covid-19 symptoms.
- b. Vulnerable staff and volunteers should stay at home.
- c. Unless required otherwise, we don't require staff to wear a face covering. Staff should supply their own face mask if required.
- d. Staff are reminded about Covid 19 safety guideline and procedures through staff notices and bulletins.
- e. Only one member of staff is required on duty, acting as a roving Steward, and will assist with the supervision of visitors.
- f. Staff invited to bring their own face covering if required.

- g. Staff should maintain safe distancing – keeping one metre plus apart.
- h. Staff should arrange to work alone or in a compliant manner, usually by agreeing rotas or booking desk space in advance.
- i. Staff are aware of the precautions and procedures we have adopted to maintain safe distancing.
- j. Confined interaction with designated colleagues, partners or fixed teams – avoiding wider-team working  
E.g. – no Volunteer Meetings; Monday Maintenance team; Office pairing etc.
- k. Smaller group meetings are kept to a minimum; when there is no alternative; are kept as short as possible; and are carried out with social distancing and hygiene measures with no more than six persons.
- l. Workspaces have been adapted and reconfigured to effect maximum safety – ensuring whenever staff have to be in close proximity to one another they remain 1 metre plus apart, and that desks do not face each other.

### Toilets

**One toilet only is in use – to help with hourly cleaning, and we have provided surface wipes for you to help and for your own reassurance.**

- a. Visitors and café customers use the wheelchair-accessible toilet only.
- b. Male staff use the Gents toilet, and female staff use the Ladies.
- c. Cleaning wipes etc. are available for customers and staff.
- d. Paper towels are available to avoid direct contact with door handles.
- e. Toilets are cleaned every hour.

### Shop

**To reduce the need to pick up stock we have reduced the shop and put everything under glass.  
We still only accept cash payment but to reduce cash handling we have an honesty box.**

- a. The shop is closed.
- b. A limited shop is available with stock set up under glass.
- c. Customers are requested not to touch stock unless they intend to purchase.
- d. An honesty box is provided to prevent cash handling.
- e. A quarantine shelf will be provided for second-hand books handled by visitors. Books touched by visitors to be removed for 72 hours. Stock removed the previous week will be re-shelved each Thursday.
- f. New donations quarantined for a minimum of 72 hours.

### Old School Canteen (OSC) [see OSC Risk Assessment]

**We have the advantage of a wonderful outside space – the Wilderspin Playground Garden.  
The usual cosy layout of the coffee shop has changed – we now have the tables spread out in other rooms and into the Playground to create more than enough space for a safe, pleasant experience.  
A lot has changed behind the scenes to adopt new working practices in response to the Covid 19 guidelines.**

- a. Social distancing measures requires wide spacing of tables maintaining at least one metre plus safety gaps.
- b. The Shop and Reminiscence Classroom are being used for refreshments with wide spacing of tables.
- c. The Playground is being used for external seating with wide spacing of tables.
- d. Catering staff are confined to allocated operational zones to maximise safe distancing.
- e. OSC staff will adopt enhanced Covid-specific hygiene and cleaning practices.

### Schools & groups

**While schools and groups are unable to visit we'll be busy reviewing and re-planning for a re-launch of our education programme next year.**

School and group visits are suspended until September 2020 in the first instance. This will be reviewed in the summer in response to government guidelines.

### Events

**We have some events planned which will still be safe for families and individual visitors, including small exhibitions – but our usual big, community events are cancelled this year.**

- a. Only events which are compliant with government guidelines and which allow for adequate social distancing will be programmed.
- b. Participation in “crowd” events and performances (Bike Night; Christmas Festival; Old Time Music Hall etc.) are cancelled.

### Premises Hire

**This is a great venue for different types of community activities, but we’ll need to talk through the safe use of our rooms with hirers first.**

- a. Hirers must liaise with the Trust about safe operation with social distancing measures in place.
- b. Hirers and tenants must provide the Trust with their own Covid risk assessment.
- c. Hand sanitizer points.
- d. Regular toilet stock checks and cleaning after hire session.
- e. Quarantining of rooms for 24 hours after use or special clean immediately after use.

### Joseph Wright Hall

**The first floor Auditorium is unlikely to be used for events until social distancing is no longer necessary. It may be used for rehearsals, workshops and school visits with appropriate Covid 19 precautions.**

**The ground floor multi-purpose rooms can be used for meetings, rehearsals, workshops and school visits with appropriate Covid 19 precautions.**

- a. Hirers must liaise with the Trust about safe operation with social distancing measures in place.
- b. Hirers and tenants must provide the Trust with their own Covid risk assessment.
- c. Hand sanitizer points.
- d. Quarantining of rooms for 24 hours after use or special clean immediately after use.
- e. Twice-weekly toilet cleaning and stock checks by the Trust supplemented by hirers’ checks.
- f. Weekly sterile cleaning of the kitchen supplemented by hirers’ checks.
- g. Weekly sterile cleaning of floors.
- h. Twice weekly sterile cleaning of door handles and surfaces prone to touching.
- i. Tables used for meeting etc. should be sterile cleaned after use.
- j. Hirers, tenants and Trust staff / volunteers are expected to keep records of clients / personnel for assisting with Track & Trace.