



Chertsey Museum Education Service

Runnymede Borough Museum

Chertsey Museum Education Service COVID-19 Procedures



November 2020

Chertsey Museum Education service operates within the classrooms of multiple schools per week. Current guidance from the government states that educational visits can continue. In addition, it clarifies “Where providers operate in an area that has a ‘very high’ alert level, they should not travel outside this area for the purpose of an education visit. Providers should also not travel into an area with a ‘very high’ alert level for the purpose of educational visits.” Therefore we will cancel and visits to schools who fall into this category.

The following guidelines are in operation alongside our regular guidelines for visits and loan boxes. Please read these guidelines separately.

Below are guidelines for:

- In-school visits
- In-museum visits
- Loan box service.

Methods statement for in-school visits:

Actions taken by Chertsey Museum Education Staff to reduce risk:

- Risk assessment and expectations will be provided to school ahead of the visit.
- On arrival at the school, museum staff will sanitise their hands. Hands will also be sanitised between sessions with different classes and after handling any object touched by school staff or pupils.
- Face masks will be worn by museum staff when entering the school; this is not expected for teachers and pupils. If there are participants that are hard of hearing and require the use of lip reading, museums staff may choose to remove masks for that conversation and keep distance. Museum staff may also choose to remove masks when giving a talk and remain at a distance from pupils, putting the mask on again when working more closely for activities.
- Pupils and school staff may handle objects, but will sanitise their hands before doing so.
- If the school is implementing a policy of bubbling in classes, but still wish for museum staff to visit multiple classes in one day, museum staff will remain at the front of a class with a 2m distance. Museum staff will be the only ones touching objects in this case.
- Any objects used in a school will be quarantined for 72 hours before use in another school.
- Museum staff will bring a supply of sanitising wipes in order to wipe down any school equipment used e.g. laptops or visualiser needed for their presentation.
- Museum staff recognise the difficulty of keeping to 1m+ rules within in a classroom.
- When leaving the school, museum staff will pack up objects, and clean down outside of boxes before they are quarantined for 72 hours.
- Museum staff will not visit more than one school in a day.
- If museum staff are notified of a need to isolate via track and trace, we will inform schools that we have also visited in that time frame (although this is not needed by track and trace).
- If in the event a member of the museum staff is unable to attend a booked session for any reason, will try and find another member of staff to deliver the session as planned. If this is not possible, then we regret the need for last minute cancellations. Sessions will be re-arranged for another time convenient to the school.

- In the event of social distancing limitation not being lifted sufficiently to enable a visit, or in the case further restrictions are imposed, then school visits will be cancelled without cost to schools.

Actions to be taken by school for a visit by Chertsey Museum education staff:

- School should provide museum staff with their risk assessment for visitors and inform us of any regulations and requirements they have for visitors in advance (at least 3 working days).
- School must notify museum staff in case of a positive COVID-19 case at the school in line with government track and trace policy. If a case is discovered in advance of a visit, the school must contact us so that we can take the appropriate action.
- Schools must guarantee that to the best of their knowledge there are no symptomatic pupils are present during sessions.
- Good ventilation and larger classroom are appreciated if possible during visits. It is also helpful if teaching multiple classes if museum staff can stay within the same room as classes rotate to reduce the difficulty in moving large number of objects around the school if one-way systems are in place.
- Before children handle objects provided by the museum children shall wash/sanitise their hands.
- Similar to a school trip, parents should be informed that a visitor will be in the classroom with their children. You may wish to pass some of the information in this methods statement on to them.
- Schools must respond confirming that they are happy for us to operate in the manner outlined in the information about the session, and this methods statement. If any activities will conflict with school's own regulations, museum staff must be informed in advance (at least 2 weeks) so that we can find a workable solution.
- Understand that museum staff move from school to school within the week and that we may meet a large number of people - similar to how supply staff may operate.
- Please understand we may have to make some changes to our usual sessions and workshops, or that we may need to deliver slightly shorter sessions if restrictions or one-way systems mean it takes longer to move between classes within a school. We are still dedicated to providing a high quality learning experience to the best of our ability.
- If a policy of bubbling within classes is being maintained, and a school wishes for us to visit more than one class in their school, then a clear 2m area at the front of the class should be marked out for museum staff to deliver teaching from. A visualiser may also be helpful for children to see objects better. In these cases we will not be able to offer normal elements such as activity carousels or children handling objects as it is not possible to sanitise all objects and equipment between use by classes within the day. An alternative plan and reflective price for the session will be offered instead.

Methods statement for in-museum visits:

Visits to the museum will not take place throughout September. From October onwards, we revert to our regular opening hours on weekdays of Tuesday-Friday 12:30-4pm.

The 'education room' referred to here is also known as the Pardoe room.

Government guidance on museum visits can be found here <https://www.gov.uk/government/news/new-guidance-for-reopening-of-museums-galleries-and-the-heritage-sector>

Actions taken by Chertsey Museum Education Staff to reduce risk:

- Risk assessment and expectations will be provided to school ahead of the visit.
- School visits will not be allowed on Mondays to allow for two days of quarantine of the museum.
- On arrival at the museum, during our welcome staff will talk through our regulations in a relatable way, explaining that we will be wearing masks at times. Staff will remind pupils of the importance of keeping hands clean and covering their mouth if coughing. We will explain to pupils that they are allowed to touch objects (as this is a vital part of learning), but some objects are delicate and may not be touched for that reason and not because of covid regulations. We will also explain our mask

- To maintain social distancing for the public, school visitors will need to remain in the education room during public opening times. Trails/ tours of the museum will happen in the morning. During the afternoon all activities will happen in the education room.
- Education room exterior doors will remain ajar to maintain air flow, but doors from the education room into the museum will be closed during public opening. Please note having the doors ajar for air flow may make the room colder than normal.
- When classes are in the Pardoe (education) room in the museum will maintain a 1m+ distance from museum staff but please note that the room is similar in size to a small classroom and that pupils will not be able to distance from each other.
- The shop will not be accessible for any school visits unless items are selected and paid for in advance by the organiser of the trip.
- Teachers must supervise children when visiting the toilets to ensure they do not touch any shop stock. (Shop stock touched but not purchased has to go into a quarantine.)
- On arrival at the museum, staff and children should sanitise their hands. Hands will also be sanitised during sessions after handling any object touched by school staff or pupils. Sanitiser points are provided, but school should also bring along their own hand sanitiser for convenience.
- Pupils and school staff may handle objects but will sanitise their hands before doing so.
- Face masks will be worn by museum staff for the majority of the session. If there are participants that are hard of hearing and require the use of lip reading, museum staff may choose to remove masks for that conversation and keep distance. Museum staff may also choose to remove masks when giving a talk and remain at a distance from pupils, putting the mask on again when working more closely for activities.
- Guidance for museums is that all visitors must wear masks apart from those with exception and children under 11. During public opening hours adults accompanying children to the toilet should wear a mask as the space is shared by the public and museum reception staff.
- Any objects used in a school will be quarantined for 72 hours before use in another school.
- Museum staff recognise the difficulty of keeping to 1m+ rules within in the education room.
- No more than one school will be booked into visit the museum in a day.
- If museum staff are notified of a need to isolate via track and trace, we will inform schools that we have also visited in that time frame (although this is not needed by track and trace).
- If in the event a member of the museum staff is unable to lead a booked session for any reason, will try and find another member of staff to deliver the session as planned. If this is not possible, then we regret the need for last minute cancellations. Sessions will be re-arranged for another time convenient to the school.
- In the event of social distancing limitation not being lifted sufficiently to enable a visit, or in the case further restrictions are imposed, then school visits will be cancelled without cost to schools.

Actions to be taken by school for a visit by Chertsey Museum education staff:

- School should provide museum staff with their risk assessment for visitors and inform us of any regulations and requirements they have for visitors in advance (at least 3 working days).
- You may wish to pass some of the information in this methods statement on to parents so that they are also aware of the precautions and procedures.
- Schools must respond confirming that they are happy for us to operate in the manner outlined in the information about the session, and this methods statement. If any activities will conflict with school's own regulations, museum staff must be informed in advance (at least 2 weeks) so that we can find a workable solution.
- Understand that museum staff move from school to school within the week and that we may meet a large number of people - similar to how supply staff may operate.
- Please understand we may have to make some changes to our usual sessions and workshops, or that we may need to deliver slightly shorter sessions if restrictions or one-way systems mean it takes longer to

move between classes within a school. We are still dedicated to providing a high quality learning experience to the best of our ability.

- School should notify museum staff in case of a positive COVID-19 case at the school in line with government track and trace policy.
- Schools must guarantee that to the best of their knowledge there are no symptomatic pupils are present during sessions.
- Before children handle objects provided by the museum children shall wash/sanitise their hands.
- As in normal circumstances, we do not guarantee the presence of a first aider, please ensure one of your party is a first aider. In a first aid emergency, museum staff will assist where possible, calling for help or supervising the rest of the class while school staff attend to first aid.
- Fire evacuation procedures remain the same with this guidance (see separate risk assessment).

Methods statement for loan boxes:

Actions taken by Chertsey Museum Education Staff to reduce risk:

- All loan boxes will be quarantined for one week between use by schools. Objects will not be cleaned due to their delicate historic nature.
- When dropped off or picked up, loan boxes will be check for completeness by a museum assistant while wearing gloves, sanitising their hands after completing this task. Users of the loan box service should wear a mask when entering the building and maintain social distance.
- When handing the boxes over, the outside of the boxes will be wiped down by the museum assistant with antibacterial wipes before they are collected by the public.

Actions to be taken loan box users:

- School staff returning the loan boxes should only enter the museum if they are free of symptoms.
- *Do not wash or sanitise any of the objects as it will damage them. Hands should be dry (and dry from hand sanitiser) before handling.*
- If a loan box will be moved between bubbled groups within a school, we advise they are quarantined for 72 hours.

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COLLECTION



