

What measures have we put in place due to Covid-19?

- We are asking schools to book at least 2 weeks in advance of their trip so we can do the preparation we need for their visit.
- We will ask schools to let the museum know how their school party are travelling to the museum.
- Schools will enter and exit the museum using the learning centre external doors
- Visits will be shorter in duration as some elements will be available by Zoom or Microsoft teams prior to the trip.
- Object handling and dressing up activities have been temporarily removed from our programme and from our museum floor.
- We will take the name and contact details of lead staff from the school for the track and trace system.
- All contractors visiting the museum on day will have their details taken for track and trace purposes.
- Other visitors will be allowed in but their numbers will be reduced on school visit days.
- The museum has implemented a clearly sign-posted one way system around the museum.
- It is the responsibility of the teaching staff to enforce social distancing measures and behaviour with their pupils during their visit.
- Museum Staff and volunteers will endeavour, where possible, to keep a 2 metre distance from visiting pupils and school staff.
- All museum staff will be clearly identifiable and will wear visors or masks in public spaces.
- We have hand sanitiser stations available throughout the museum.
- The museum has increased its cleaning regime regarding contact surfaces and toilets
- Activities removed from onsite sessions will be covered via a zoom conference with the pupils prior to their visit.
- Children will not require pencils or paper on the trip but teachers will be given an information pack on arrival and further details by email.
- Any shared items will be cleaned between bubble groups.
- Downloads of follow up activities will be sent by email to the teaching staff after the visit has taken place.
- School workshops will be designed, to keep class bubbles apart during their visit.
- Visiting schools will have their own clearly labelled designated toilet block during their visit.
- Schools will have sole use of the learning room during their visit and this space will be their break and lunch area.
- If the weather permits the doors of the Learning Room can remain open during sessions
- Schools, if they need to, can enter and exit the museum through different doors.
- Pocket money bags can be ordered as part of the trip price. Children will not be allowed to buy things individually in the shop

- We regret that the outdoor play area will not be available for use by school parties at this time.
- In the event of a fire our procedures remain the same. Teachers and museum staff will lead their pupils out of the nearest Fire exit and stand in their bubble classes by the green flag in the car park. There is adequate room for social distancing in this location. Please do not re-enter the building until a member of museum staff has told you it is safe to do so.
- The Conference Room has been designated as a waiting area for a child or staff member should they develop Covid-19 symptoms during their visit.
- If there is an occurrence of symptoms during the visit, the trip will immediately end and the visiting pupils and staff will return to school.