

# SPALDING GENTLEMEN'S SOCIETY

## CORONAVIRUS PROCEDURE

Updated 30<sup>th</sup> October 2020

1. This procedure applies to all Society Trustees, Members, Volunteers and Researchers visiting the museum during the current coronavirus emergency.
2. The museum will be open to pre-booked Society Trustees, Members, Volunteers and Researchers at the following times.

Day	Morning Session	Afternoon Session
Tuesdays	09:00-12:30	14:00-17:00
Fridays	09:00-12:30	14:00-17:00

3. This procedure is effective from Tuesday 8<sup>th</sup> September 2020 and will replace previous procedures.
4. A maximum of six Society Trustees, Members, Volunteers and Researchers as well as a maximum of two Responsible Persons will be allowed to visit the museum at any time.
5. All visits will be pre-planned with attendance booked in advance (i.e. the museum will not be open to casual visits). Bookings should be made by contacting [curator@sgsoc.org](mailto:curator@sgsoc.org) or by members phoning the museum. The numbers booked in and the name of the responsible person to be entered on the online calendar.
6. A record should be made of everybody visiting the museum including date, time (arriving and leaving) and any issues noted (for track and trace purposes).
7. The museum will be cleaned in advance of the Tuesday and Friday visits in accordance with the sanitisation schedule. The lead Responsible Person will ensure the museum is cleaned between the morning and afternoon sessions within day.
8. The following people should not visit the museum during the emergency.
  - a. If you or a member of your household have an underlying medical condition (clinically vulnerable individual) as specified in the current government coronavirus guidelines.
  - b. If you or a member of your household have any potential symptoms of coronavirus as specified in the current government guidelines.
  - c. If you or a member of your household have been tested positive for coronavirus and have not been confirmed free of infection by a doctor or hospital.
  - d. If you or a member of your household have been advised under the government 'track and trace' scheme to self-isolate.

9. Everybody entering the museum must comply with the following coronavirus safety requirements.
  - a. Hands will be washed thoroughly before starting work and hand sanitiser applied (ensure hands are completely dry before starting work).
  - b. Face masks and gloves will be available for use in the society.
  - c. Face masks must be worn by all staff and visitors on the museum premises.
  - d. PPE will be safely disposed of in the designated bin provided.
  - e. Hand sanitisers will be provided and should be used if PPE is removed/replaced.
  - f. Visitors should only consume their own food and drink in the museum (i.e. refreshments will not be provided).
  - g. Visitors will be responsible for safely removing and disposing of any waste (i.e. food wrapping and bottles etc).
10. Social distancing of 1m+ should be applied at all times and working areas should be arranged so this can be maintained.
11. Any breaches of the above requirements or any potential risks should be reported immediately. These will be actioned and reported on to the Pandemic Working Group.
12. This procedure will apply from the date noted above until updated by the Spalding Gentlemen's Society Pandemic Working Group on behalf of the Council.

**Definition:**

Responsible Person – individual responsible for managing the session.