

Rutland County Museum & Oakham Castle

School Workshops

COVID-19 Guidelines:

Actions taken by Museum and Castle:

- 1.** In order to minimise the risks of coronavirus transmission, only one class 'bubble' will be booked in per day (maximum 32 pupils).
- 2.** Workshops will only be delivered on days when the museum/castle are closed to the public in order to facilitate social distancing and minimise contacts.
- 3.** School groups to be met on arrival by one member of museum/castle staff (the Heritage & Learning Officer) and have the workshop led by the same member of staff in order to minimise contacts.
- 4.** The Heritage & Learning Officer will wear a face covering throughout learning workshops.
- 5.** The Heritage & Learning Officer will practise physical distancing wherever possible.
- 6.** Most workshops will still include an element of handling and interactive activities. All workshop resources will be quarantined for at least 72 hours after use and before being used again. Hands will need to be washed or sanitised after an object has been handled.
- 7.** The Heritage & Learning Officer will ensure that they clean their hands using hand sanitiser immediately before, during and after workshops take place. Disposable gloves will be worn when carrying

out tasks where touching multiple objects/surfaces is required e.g. cleaning.

- 8.** Hand washing facilities and hand sanitiser stations will be readily available during the workshop sessions.
- 9.** A cleaning rota is in place for high traffic areas, frequently touched locations including buttons, banisters and door handles are included on the rota.
- 10.** During a workshop session, a number of toilets will be kept for exclusive school use only (Col. Noel toilets at museum, two of the toilets at the castle).
- 11.** Wherever possible, windows and doors will be left open to increase ventilation and fresh airflow.
- 12.** The learning programme and workshop content will be regularly reviewed and may be changed, in line with government guidance.
- 13.** The format of our learning activities has been adjusted to allow museum staff to adhere to government guidance on social distancing and in order to maintain high levels of hygiene.
- 14.** If the Heritage & Learning Officer presents with symptoms of coronavirus (COVID-19) prior to a workshop session, we will get in touch and cancel the booking. We will endeavour to re-book the session at the earliest available date.
- 15.** If the Heritage & Learning Officer presents with symptoms of coronavirus (COVID-19) after the workshop session has been delivered, we will contact the school immediately.

Actions taken by Visiting School Groups:

- 1.** We kindly ask that all teachers and adults accompanying school visits wear face coverings whilst indoors in the museum and castle, with the exception of those who are exempt under current government guidance. It is not compulsory for children under the age of 11 to wear face coverings but they can do so if they wish. If you would like to discuss this further, please do get in touch.
- 2.** The school will ensure that pupils clean their hands regularly and supervise and support the children in handwashing and use of sanitiser stations during their visit.
- 3.** The school will ensure that good respiratory hygiene is observed by pupils i.e. the 'catch it, bin it, kill it' approach is followed.
- 4.** The school will inform the Heritage & Learning Officer immediately if a frequently touched surface requires cleaning to reduce risk of COVID-19.
- 5.** The school will act to minimise the contact between children, staff and other adults and museum staff as appropriate to the age of the children, and supervise and support them to do so. This includes:
 - a) encouraging social distancing where possible
 - b) avoiding touching museum staff where possible
 - c) keeping their school group separate from any other people in the museum/castle where possible.
- 6.** We kindly ask schools to bring their own pencils and clipboards with them (if possible) to use during their visit.
- 7.** If someone from the school presents with symptoms of coronavirus (COVID-19) before the workshop, please call us to cancel and follow government advice.
- 8.** If anyone in the class presents with symptoms of coronavirus (COVID-19) after the session please contact us immediately to inform us and follow government advice.