

Museum Reopening Checklist – Review 8th July 2020

Admission

Entrance/ Exit		Decision Proceed Review Reject	Estimated costs	Action taken
Current Status	<u>Completed</u>	1. Proceed, purchase 2 fire door self closing door stops from ESPO 2. Not needed	£119.00 each Total = £218.00 +VAT	All inside fire doors now held open with automatic fire alarm closers. Tested weekly.
Initial Proposals	1) Convert all doors (interior and exterior) to hands-free entry. 2) Provide separate entry and exit for all visitors. <u>Not completed, unnecessary</u>			
Current Status	<u>Completed</u>	Proceed Use existing A frames for signage	No cost	Wording agreed and board outside door when open.
Initial Proposals	Introduce queuing area with 2M markings outside Museum			
Current Status	<u>All Completed</u>	Proceed 1. Purchase floor 2m signs 2. Purchase hand sanitiser and set up in museum 3. Signage	6 floor stickers from Morplan @ £4.99 each =£29.94 + VAT Sanitiser ESPO* £34.50 +VAT, Morplan £26.55 + VAT	Wording agreed, floor stickers installed, hand sanitiser stations in place.
Initial Proposals	Create signage about 1) appropriate distancing 2) sanitation behaviour 3) public with symptoms not to enter the Museum			
Till and Ticketing		Decision Proceed Review Reject	Estimated costs	Action taken
Current Status	<u>Completed</u> Ready for shop reopen 16 th June	Proceed	Max. c.£300	Barrier built by Brian Guinee. Visors available for volunteers at desk and for staff.
Initial Proposal	Put up flexiglass barrier between staff and public and ensure 2M distance between volunteers and public			
Current Status	<u>Completed</u>	Review with desk	No cost	Clear information on reception desk for

Initial Proposal	Create timed tickets (even for free admission), or other means of enforcing limits on the number of people in the museum at any one time. <u>Currently not necessary – kept under weekly review</u>	volunteers <u>Written and verbal guidance given to volunteers</u>		volunteers. Signage in place in reception.
Current Status	Equipment already in place	Proceed – signage on desk barrier for visitors	No extra cost	Wording agreed and signage in place.
Initial Proposal	Mandatory payment to tap-to-pay credit card systems <u>Completed</u>			
Current Status	No guides available – family trail available <u>Guidance for volunteers & quarantine for used items available</u>	Review old guide book! Cost of an App probably prohibitive Family trail to continue	No cost	New museum guide in preparation. Procedure in place to quarantine Family trail pencils after use and clean before next use.
Initial Proposal	Replace printed guides with Audio guide via smartphones			
Current Status	Rejected			
Initial Proposal	Close shop <u>Not necessary, shop running normally from 16th June</u>	Reject		rMuseum shop to remain open to maintain museum profitability and to support local suppliers.
Revised Proposal	Provide signage – do not touch merchandise <u>Completed, signage in place</u>		No cost	Signage agreed and in place.
Visitors		Decision Proceed Review Reject	Estimated costs	Action taken
Current Status	<u>Completed, museum reopen from 7th July</u>	Review – as more Govt. advice available	£59.50 + VAT for 50 pack	Free visitor face masks available at entrance to museum. Policy under review as Govt. advice changes.
Initial Proposal	Require visitors to wear face masks – provide stock of disposal masks for visitors lacking their own <u>Facemasks available & under weekly review</u>			

Staff / Volunteers

Protection		Decision Proceed Review Reject	Estimated costs	Action taken
Current Status	<u>Completed, masks and visors available for volunteers & staff</u>	Proceed	No Cost	All staff providing own masks and visors also available with cleaning instructions.
Initial Proposal	All staff to wear masks where their activities require them to be in close proximity with the public			
Current Status	<u>Completed, guidance given & hand sanitiser & cleaning regime in place</u>	Proceed	No cost immed. Replacement hand soap & paper towels	Cleaning regime and daily rota in place.
Initial Proposal	Provide and encourage staff to wash their hands with soap and water for 20 seconds every time			
Current Status	<u>Completed, weekly newsletter with info. now going monthly</u>	Proceed	No cost	Staff keeping volunteers up to date with protocols through written and verbal advice.
Initial Proposal	Remind volunteers daily to only come in if they are well and no one in their household is self-isolating			
Current Status	<u>Completed, one volunteer on desk & home working ongoing Saturday opening under review</u>	Proceed	No cost	Weekly newsletter now monthly after museum reopened, volunteer availability kept under review.
Initial Proposal	Limit number of staff on site and actively promote home working where possible			

Hygiene/ Cleaning

Protection		Decision Proceed Review Reject	Estimated costs	Action taken
Current Status	<u>Completed & more hand sanitiser ordered</u>	Proceed	As above	Sanitizer available at the front desk, in old court room and at points around the museum.
Initial Proposal	Install hand sanitizer stations at frequent intervals.			
Current Status	<u>Completed, regular cleaning during day of heavy use areas introduced</u>	Proceed	Disinfectant spray from ESPO £12.60 + VAT. No cost for use of existing materials	Cleaner given building deep clean before reopening. Disinfectant spray available for staff to clean during day. Cleaning rota in place.
Initial Proposal	Carry out a "deep clean" prior to Museum reopening Include cleaning and sanitation in daily tasks to be conducted in a highly visible and reassuring			

	manner throughout the day.		and equip. OK	
Current Status	<u>Completed</u>	Proceed	No cost	
Initial Proposal	Move kitchen facilities into Court Room as more space, volunteers & staff to provide own mug and keep with them			Kettle and tea / coffee equip. moved to Old Courtroom. Volunteers informed.

Exhibition/ Displays

Visitor Management		Decision Proceed Review Reject	Estimated costs	Action taken
Current Status	<u>Museum reopened on 7th July</u> <u>Floor signage in place</u>	Proceed once museum can reopen	See above for floor signage	2M distance floor signs now on floor and tape arrows in place.
Initial Proposal	One-way flow through the museum to facilitate distancing. Create 2 metre grids on the floor, to provide visual cues for spacing.			
Current Status	<u>Monitoring visitor numbers closely</u> <u>and limiting visitor flow</u>	Proceed once museum can reopen	No cost – floor stickers purchased as above, floor tape already stocked	Signs in place throughout museum.
Initial Proposal	Place limits on the number of people in any one room.			
Current Status	<u>Completed and signage in place</u>	Proceed once museum can reopen	No cost	Interactives stored and labels to explain handling items removed in place. Family resources unit moved to old court room lobby.
Initial Proposal	Close off, redesign, or remove all hands-on exhibit interactives and family resources.			