

The Potteries Museum & Art Gallery Education Service method statement regarding COVID-19

Methods statement for loan boxes:

The normal terms and conditions for the loan box system will continue to operate with the following additional rules.

Actions taken by The Potteries Museum & Art Gallery Staff to reduce risk:

- All loan boxes will be quarantined for 72 hours between use by schools. Objects will not be cleaned due to their delicate historic nature.
- After being dropped off by a school, loan boxes will be checked for completeness by a museum assistant while wearing gloves. Gloves will be disposed of after use in a nearby bin. Hands will be washed/sanitised after this procedure is completed.
- The person returning the box will need to bring their own pen to the museum to complete the appropriate paperwork.
- Face coverings will need to be worn by the person collecting and returning the box, unless there is a legitimate reason not to.

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 classes who are not bubbled together, we advise they are quarantined for 72 hours between classes.