

The Stained Glass Museum

COVID-19 Workshop Guidelines for Participants

1. About these guidelines

These guidelines outline the specific measures introduced to help prevent the spread of COVID-19 (coronavirus) and reduce possibility of transmission during The Stained Glass Museum's creative glass workshops. The guidelines have been produced following consultation with Museum workshop tutors.

The museum has undertaken a risk assessment for our workshops in line with COVID-19 Secure guidance. We have a COVID-19 Workshops policy, and guidance for participants, which identifies the risks and the mitigating actions we are taking to minimise risk at our workshops during the pandemic.

These guidelines will be reviewed monthly, or when government guidance changes, to ensure any changes or updates can be made in response to the changing national situation.

2. Workshops - Group Size

We will continue to restrict workshop group sizes in order to enable social distancing and mitigate the risk of transmission. Classes will be a maximum of 8 people.

3. General guidance for workshop attendees

All workshop tutors and participants should stay alert, practice social distancing, and follow government guidance (wash hands, cover face, make space).

We continue to request that all workshop tutors and participants wear a face covering throughout their workshop, unless exempt (see 5.6).

You should not attend a workshop if you have any of the following symptoms of coronavirus (COVID-19):

- a new continuous cough
- a high temperature (*those with a high temperature will be turned away, see 3*).
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If you do have any of the above symptoms you should follow the [government](#) and NHS guidance regarding staying at home, self-isolating, and arranging a test for COVID-19.

Workshop participants will be notified and reminded of this prior to the workshop and on arrival.

Please note our usual [Cancellation Policy](#) still applies if participants cancel because they are self-isolating.

3.1. NHS Test and Trace App

We will continue to enable workshop attendees to scan a QR code to check-in using the NHS COVID-19 App, or to provide us with:

- their name;
- a contact phone number;
- date of visit, arrival time and, where possible, departure time.

As per our data protection policy, we will hold the records for 21 days, before deleting or disposing of them securely. As per the museum's Data Management Policy, all collected data will comply with GDPR and should not be kept for longer than necessary.

These details help assist the NHS Test and Trace programme, which allows the NHS to rapidly detect people who have recently come into contact with a new Covid-19 case.

3.2. Social distancing and safe working measures

We aim to maintain social distancing wherever possible, and have put additional measures in place to enable people to work safely.

Where possible, we aim to maintain at least 1m between people by:

- providing separate spaced apart to ensure people are working in designated spaces 1m apart;
- avoiding shared workstations and shared equipment;
- putting up signs to remind staff and visitors of social distancing guidance.

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay socially distanced if it would be unsafe to do so.

3.3. Face Coverings and Personal Protective Equipment

Face Coverings

We request that all workshop tutors and attendees continue to wear a face covering inside our workshop venues, unless you are exempt for age, health or disability reasons, in line with NHS guidelines.

We will ensure that additional disposable face masks are available at all workshops.

Disposable gloves will be available to all workshop participants, and may be used to reduce the risk of possible contamination, e.g. looking through glass stock. They should be worn if advised by the tutor.

Protective goggles will be provided and should be thoroughly cleaned before and after use. These provide extra protection for your eyes when cutting glass, grinding, leading and soldering. They should be worn if advised by the tutor.

3.4. Communicating our Policy and Approach

We will communicate our approach to risk management, new visitor procedures, and workshop protocol to workshop attendees in a number of ways, including:

- Sending clear practical information by email on what to expect when you attend our workshop, any guidelines and changes to opening times and how people

- can access the museum, pre-booking, queuing, one-way and traffic light-systems;
- On-site COVID safety briefings communicated at the beginning of every workshop;
 - Clear and accessible signage to communicate new procedures and social distancing measures.

We will make all workshop participants aware of, and encourage compliance with social distancing.

3.5. Suspending Workshops

We may decide to suspend cancel or postpone workshops at late notice should they deem it the safest course of action. In this event, Workshop Tutors and Workshop participants will be contacted as soon as possible.

Our Workshop Venues

The Stained Glass Museum

(Glass Painting, Glass fusing and Screenprinting workshops)

Location: The Stained Glass Museum, Ely Cathedral. The workshop area is located on an upper level of the Cathedral, accessed via a stone spiral staircase of 40 steps. The museum has a new one-way system in place with a radio-controlled/traffic light-control ensuring stairway traffic entering and exiting the museum is one-way only. The workshop area is through the museum gallery in the south transept triforium of Ely Cathedral.

Environment: The workshop area is an open space on an upper level of Ely Cathedral. There is access to a sink for handwashing. Hand sanitiser is also readily available.

Workstations: Spaced individual workstations with individual lightboxes.

Equipment: each participant will be supplied with their own set of brushes and paint mixing palette for use during the workshop.

Toilets: The nearest toilets are on the ground floor of Ely Cathedral in the processional way (adjacent to the Lady Chapel), or the public toilets on Palace Green. Toilets inside Ely Cathedral are being cleaned every 2 hours.

Refreshments: We will provide tea, coffee and biscuits. You are also welcome to bring your own flasks of hot drinks and refreshments if you prefer.

The Lighthouse

(*Leading and Glazing and *Copper Foiling Workshops)

Location: The Lighthouse is located at 13 Lynn Rd, Ely, CB7 4EG, just a short distance from Ely Cathedral.

Environment: Workshops will take place in the main hall of the Lighthouse building, which is more spacious than our usual venue at the Old Dispensary. There are emergency doors which can be opened for air flow. There is access to sinks for handwashing. Hand sanitiser is also readily available.

Workstations: Spaced individual workstations with individual tool sets.

Equipment: each participant will be supplied with their own set of tools including glass grinder and soldering iron for use during the workshop.

Toilets: The nearest toilets are just off the main hall. There are two separate toilet cubicles each with sinks.

Refreshments: We will provide tea, coffee and biscuits. You are also welcome to bring your own flasks of hot drinks and refreshments if you prefer.