DEVON RURAL ARCHIVE SHILSTONE, MODBURY, DEVON PL21 0TW T: 01548 830832; E: office@dra.uk.net W: www.devonruralarchive.com A part of the Fenwick Charitable Trust – Registered charity no. 1007957

**Visiting the DRA during the Covid-19 Pandemic: what to expect at Face-To-Face events**

 If you are planning to attend a face-to-face event in the Archive, the following information will provide details of how we will be minimising risks and making our venue Covid-19 secure from September 2021. This document has been prepared using the latest guidance supplied by the UK Government, Public Health England and sector specific organisations, and will be reviewed as and when new information is released.

While in the Archive, all members of our community must:

• wear a face covering when moving around the building

• wash their hands regularly

• comply with all instructions from staff and with any signs on display. You should not visit the Archive if

• You are feeling unwell

• You have been in contact with someone who is unwell

• You are awaiting the outcome of a Covid19 test; or an approach from NHS: Test and Trace.

We reserve the right to deny access to the Archive to any individuals not willing to abide by the guidelines set out in our policy documents. At face-to-face events, we will:

 • only be admitting guests who have booked in advance

• keep the number of guests at 50% of normal capacity

• provide QR code posters for you to check in to the Archive on your NHS Covid-19 App.

• have alcohol-based sanitisers throughout the building;

• offer refreshments outside in our courtyard (weather permitting) to allow plenty of space to move and interact safely

 • provide a member of our team to serve tea and coffee to reduce the handling of equipment

 • keep doors and windows open to aid ventilation, but this does mean that the building may be a little chillier than usual;

• ask you to wear a face covering, such as a mask or visor, when you are moving around inside the building. In case you forget to bring one, you will be able to obtain a mask from reception in return for a suggested donation of £1 into a sealed collection box. While seated, you may remove your mask.

Abigail C. Gray. Curator. August 2021