



TRAVELLING  
NATURAL  
HISTORY  
- MUSEUM -

## **Congratulations and thank you for booking an In-Person Event with the Travelling Natural History Museum!**

We can't wait to meet you, but of course we now have a few new measures in place, to help protect and safeguard ourselves and therefore in turn you and your guests/attendees as best we can.

Please read the below guidance, even if most of it now seems 'common place', every venue and event is different for us, and so we need to take extra care of ourselves and you:

### **OUR MEASURES:**

- ★ Enhanced hygiene: with our ample provisions of protective measures equipment (PME), we will regularly wash &/or sanitise our hands. We may also choose to wear gloves at times. We will have our bin, tissues and hand gel etc. at a set point for personal use, but also for anyone else who needs it. We will promote the new hygiene measures and the practice of 'catch it, bin it, kill it!'
- ★ Mask up!: for all indoor venue events and at all times when entering indoor premises, we will use a face covering (or clear face shield.) And we respectfully request that all adults present do the same.
- ★ Minimize Contact -Barriers: depending on event length, numbers, timing etc, we may be able to offer the option for you and guests to handle one or more of the models or artefacts. If so, the below cleaning measures will be implemented. If not, a clear barrier system of posts and chains will be put up in front of the display, along with clear signs informing everyone not to touch the display.
- ★ Enhanced cleaning: wherever possible, our display models & artefacts will be cleaned, wiped down &/or sprayed. If the option is also given and accepted by clients to handle items of the display during the event, or if we notice someone touching items or models, we will re-spray/wipe as required/whenever possible.
- ★ Minimize mixing -social distancing: particularly for indoor events, we may use floor tape, cones or chairs etc at the venue, to help create some distancing indicators for any adults attending. We will also aim, through adapting some of our event activities, to keep children at appropriate distances. However, we simply can't and will not take

responsibility for either the adults or the children maintaining distance. This measure and any adherence to it remains the choice and responsibility of each individual person/parent present.

- ★ Enhance ventilation: Outdoor venues with rainy day back up plans are the best option just now. However, during colder months, indoor venues will be required. Wherever possible we will request for windows (and doors) to be left open throughout or as often as is practical.
- ★ Symptomatic...self-isolation: We will monitor our own health and that of anyone we encounter professionally (via NHS Test&Trace) and personally. We will immediately notify all relevant clients within the 21-day timeframe if we develop any of the three COVID specific symptoms: new persistent cough, high temperature, loss of smell &/or taste senses. If possible, we will send an alternative member of staff to host your event. If not possible, or the client has concerns, we will postpone or cancel the event.
- ★ Current & open: We will constantly review our measures and check we are in line with guidance supplied by the government. We will be pro-actively open and willing to work with clients and/or their venue around any suggestions or requirements or measures they already have in place.

#### **WHAT WE ASK OF YOU:**

- ★ Please keep your event numbers strictly within whatever the current government guidance is. (We will liaise with you to confirm what the current numbers are, during the lead up to your booking, as we all know, they are subject to change!) Government restrictions are set out in law and so we reserve the right to cancel or stop the event if this number is exceeded. Full payment for the event will still be due.
- ★ Please ensure you and any of your guests are aware that they must not attend the event if they or anyone in their household are displaying any of the three COVID specific symptoms; new persistent cough, high temperature, loss of smell &/or taste. We also request that anyone displaying these symptoms within 21days after the event, contact us immediately.
- ★ Whenever indoors, it is now law &/or strongly advised in most public venues, particularly community venues, to wear a face covering. We therefore respectfully request that, like us, any adult present wears a face covering. (plus there's not much point us wearing one if no-one else is!)
- ★ We appreciate that during events, even with barriers in place, the models are very alluring! It can be hard to prevent kids from touching things or not going where they're told! We simply ask and advise you and your attendees to work with us; supervising the children closely, maintaining their distances wherever possible, and using the

hygiene facilities regularly, and particularly if they have handled or touched any of the display items.

**We hope that by putting the above measures in place, risk will be minimized, and everyone can feel calm and ready to simply enjoy our wonderful events, creating much happiness and many fun long lasting memories for all!!**