



Coldharbour Mill Museum, Uffculme, Cullompton, Devon EX15 3EE

COVID-19 SECURE WORKING & VISITING GUIDANCE

This document is an overview of the measures put in place by Coldharbour Mill to protect its staff and volunteer workforce following recent closure due to the risk of COVID-19. This document includes all adaptations at the museum as well as clear guidance for minimising risk while working at the Mill. This guidance will come into effect when Volunteers and staff are allowed to return to the building

Update: December 2021

In response to the new Omicron Variant the following restrictions have been put in place:

- International arrivals from non-red list countries who are fully vaccinated will need to isolate at home and take a PCR test on or before day 2 following your arrival. You are only permitted to leave isolation if this test result is negative. If your test result is positive, you will need to isolate for 10 days. This is the law.
- Face coverings are a legal requirement in shops, on public transport as well as other indoor environments including Museums & other Visitor Attractions. This is the law.
- Those who have come into contact with an individual who may have been infected with the Omicron variant will need to self-isolate. This will apply even if you are fully-vaccinated or aged 18 or under. This is the law.

We will continue to be following government guidelines therefore the following restrictions will be put in place for December (and will be reviewed and modified when required)

- Visitors & Volunteers are required to wear facemasks in all of our buildings.
- We will reduce our capacity for admissions to 50% for the Museum
- Hand sanitisers will be re-instated at entrances to buildings

1) Background

Covid-19 is a new disease that can affect your lungs and airways. It is caused by a novel coronavirus called severe acute respiratory syndrome corona virus 2 (SARS-CoV-2).

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects, such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects, and then touching their eyes, nose, or mouth. If they are standing within 1 meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to a GP surgery, pharmacy, hospital or any work space. You should arrange to have a test to see if you have COVID-19.

The current Coronavirus pandemic ongoing disruption to businesses, travel and social impact. Restrictions are varied and developing all the time. Please check gov.uk website for current restrictions.

2) Impact on Coldharbour Mill Trust Ltd

New Guidance has been issued.
(see listed in update above)

3) Guidance for Volunteers

a) Volunteering on site

This guidance is here to help reassure all volunteers and staff and explain the precautions we have in place for volunteer & staff working on site

We are very happy to discuss our plans in more detail with any of our volunteers, discuss changes to your role and whether there are tasks which can be worked on remotely.

b) Travelling to Coldharbour Mill

If volunteers or staff require public transport to journey to the Mill, they should follow all of the current guidance on face coverings.

c) Arriving at Coldharbour Mill

Hand Sanitisation

There are handwashing facilities on site in the toilet block and break room. In addition to these there are Hand Sanitisation Stations in other areas of the mill (Full details of these areas are listed below).

The first of these stations you will encounter is when coming from the car park across the bridge. All volunteers should sanitise their hands upon arrival at this station.

See Appendix 1 attached for Maps labelling Hand Sanitisation Stations

Tea Room

It is again mandatory to wear a face covering in all indoor areas of Coldharbour Mill.

Clocking-In System

The mill has a clocking-in system for volunteers and staff. This system will allow for us to collate data on how many volunteer hours are worked and it will be important that you all clock-in and out using this system.

The system is very straight forward – there will be a machine in the new tea room/café area which you will need to go to upon arrival and tap a ‘fob’ to log that you have arrived. Fobs are small digital devices (similar size to a flash drive/USB) which can be placed on keys or in bags. These allow for contactless clocking-in to minimise transmission. Fobs will be allocated upon first arrival back at the mill.

This system can also be accessed off-site for volunteering hours done from home. This can be done from a Smart Phone Tablet or Web Browser. Alternative reporting can be provided to those without access to this equipment or internet.

The Mill will need to find out your average travel to include in our calculation of volunteer hours but we will get in touch with you about this at a later date.

d) Face Coverings

Face Coverings are mandatory in all buildings of Coldharbour Mill.

In settings where face coverings are required, there are some circumstances, for health, age or equality reasons, where people are not expected to wear face coverings. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.

You do not need to wear a face covering if you have a legitimate reason not to. This includes (but is not limited to):

- young children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
- not being able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability

- if putting on, wearing or removing a face covering will cause you severe distress
- if you are travelling with or providing assistance to someone who relies on lip reading to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others
- to avoid injury, or to escape a risk of harm, and you do not have a face covering with you
- to eat or drink if reasonably necessary
- in order to take medication
- if a police officer or other official requests you remove your face covering

How to wear a face covering?

- A face covering should:
- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
- When wearing a face covering you should:
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)
- When removing a face covering:
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

e) Access to Handwashing Facilities

As mentioned in the arrivals section we have added additional hand sanitisation stations around the building so that volunteers and visitors can use this facility before entering a different part of the mill.

The areas that these stations will be:

- Across the bridge from the car park/outside new tea room
- Entrance to each floor of the main Mill building
- Entrances to the Shop
- Entrance to the Mill Office
- Entrance to Steam Complex
- And others

See Appendix 1 attached for Maps labelling Hand Sanitisation Stations.

f) Shared Equipment

Shared equipment is a common issue in workplaces including Coldharbour Mill. Appropriate PPE will be provided to all teams.

Cleaning supplies i.e. anti-bacterial wipes will be provided to wipe down shared equipment after use.

g) Use of Common Areas

There are many areas of the Mill which are frequented often and by a wide variety of staff and volunteers – this is unfortunately unavoidable in workplaces especial for areas such as tea/break rooms or offices. As previously mentioned there are sanitisation facilities before entering any of these areas which can be used when leaving too.

The most commonly used areas will have anti-bacterial wipes for regular cleaning of frequently used door handles and surfaces.

h) PPE

PPE is already provided to teams who require this for specific jobs (see appendix 2 attached). We will continue to provide this specific PPE, as well as Gloves for all outdoor teams and disposable face masks will be available for those who do not have access to their own

Government restrictions as of 30th November 2021 mean it will be mandatory to wear a face covering in the Café & Shop. We advise our staff and volunteers to wear face coverings in all indoor areas while the site is open to the public.

i) Desks & Workspaces

For admin staff and volunteers, we will be ensuring that desks are suitably distanced from each other and will aim that each person has their own desk/workplace to avoid use of each other's computers, phones etc. We will provide cleaning products so that all workspaces can be wiped down at the end of a shift so that it is usable for the next person.

Unfortunately, not all work can be distanced so easily – for example when machines take two persons to operate it may be that you cannot fully maintain social distancing – in these instances you will be able to use masks and it is advised that you aim to work side to side, or back to back wherever possible.

If work must be completed face to face for a sustained period of time we will discuss this activity prior to commencement and assess whether the activity can proceed. No one is expected to work in an unsafe work environment.

j) NHS Test & Trace

It is still recommended for a wide range of businesses and organisations, including hospitality, close contact services and leisure venues to collect customer, visitor and staff contact detail logs. This is vital for the NHS Test and Trace service in England to contact the necessary people if coronavirus outbreaks are identified in a venue.

Coldharbour Mill will continue displaying NHS QR code posters at the entrance to the Main Building, Grist Mill & Break Area for Volunteers, Staff and Visitors to check-in via the NHS Test and Trace App.

Coldharbour Mill Trust Ltd are required to register contact information for anyone entering our site and to share contact details with NHS Test and Trace services if required due to a suspected Covid outbreak.

Therefore, it is imperative that all volunteers use the new clocking in system as this will be used to gather information about who has been on site at the time of an outbreak, and we will pull this information from the system to provide to NHS Test & Trace services if required.

If you have any concerns with your contact details being shared for Test & Trace please contact the General Manager to discuss.

k) Areas that should not be accessed

Some Areas of the Mill site are rented by other companies. All of the tenants set their own guidance for staff therefore Volunteers, Staff & Visitors of Coldharbour Mill Trust Ltd should not enter any of these areas for any reason. This Includes:

- First Pick Weavers (Combing Shed)
- WHOTT
- VA Accountancy

- Med-ex
- Present Minded

I) Regular Rapid Testing (www.nhs.uk)

You can get regular rapid tests if you do not have symptoms of coronavirus (COVID-19). Coldharbour Mill are encouraging all volunteers & staff to start regular testing for COVID-19 and registering your results online.

Test kits are easy to order for free and gives you peace of mind before coming on site to volunteer.

Why you should get tested regularly

About 1 in 3 people with coronavirus do not have symptoms but can still infect others.

Getting tested regularly is the only way to know if you have the virus. If people test positive and self-isolate, it helps stop the virus spreading.

About rapid tests

The test for people without coronavirus symptoms is called a rapid lateral flow test. This usually involves rubbing a long cotton bud (swab) over your tonsils (or where they would have been) and inside your nose.

The tests can give you a result in 30 minutes. They use a device similar to a pregnancy test and do not need to be sent to a lab.

You can do a rapid test at home or at a rapid lateral flow test site. If you test positive, you will need to self-isolate.

Who can get regular rapid tests

Anyone in England who does not have symptoms can now get regular rapid lateral flow tests to check for coronavirus.

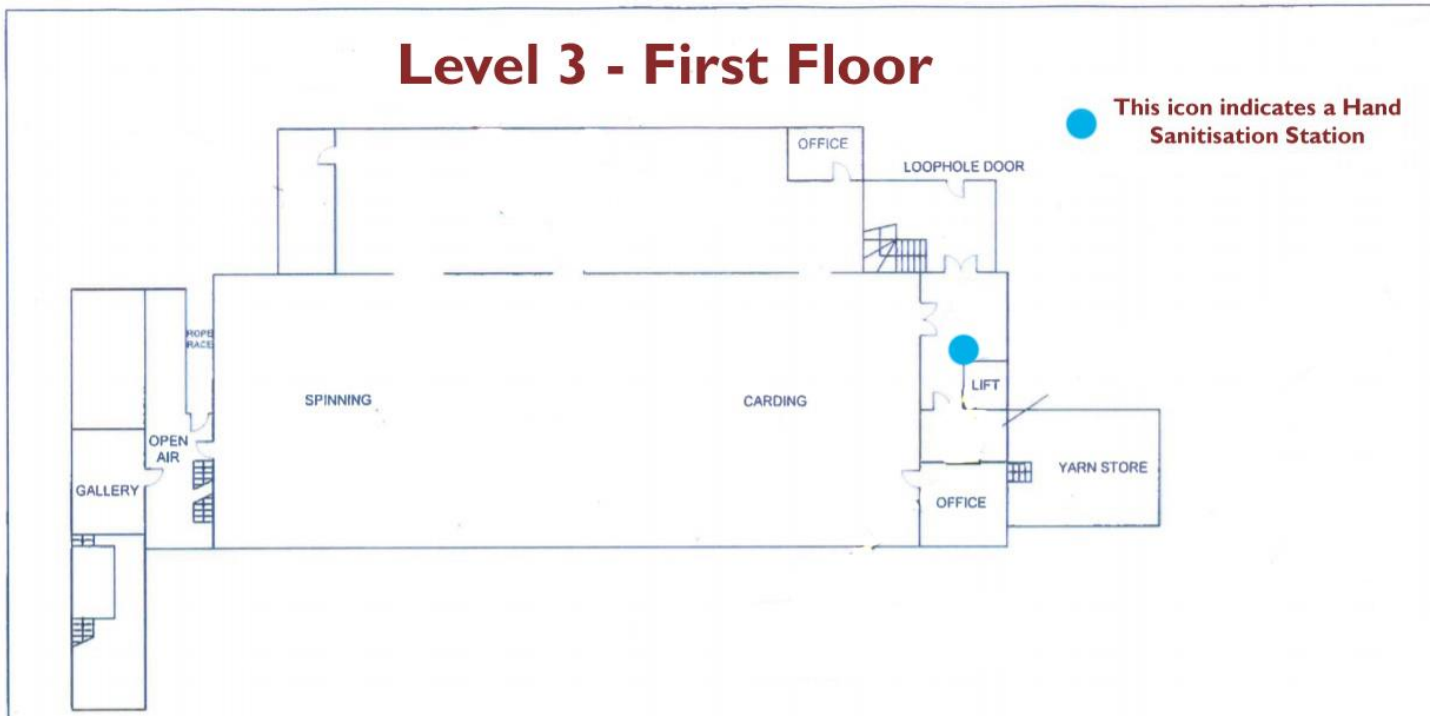
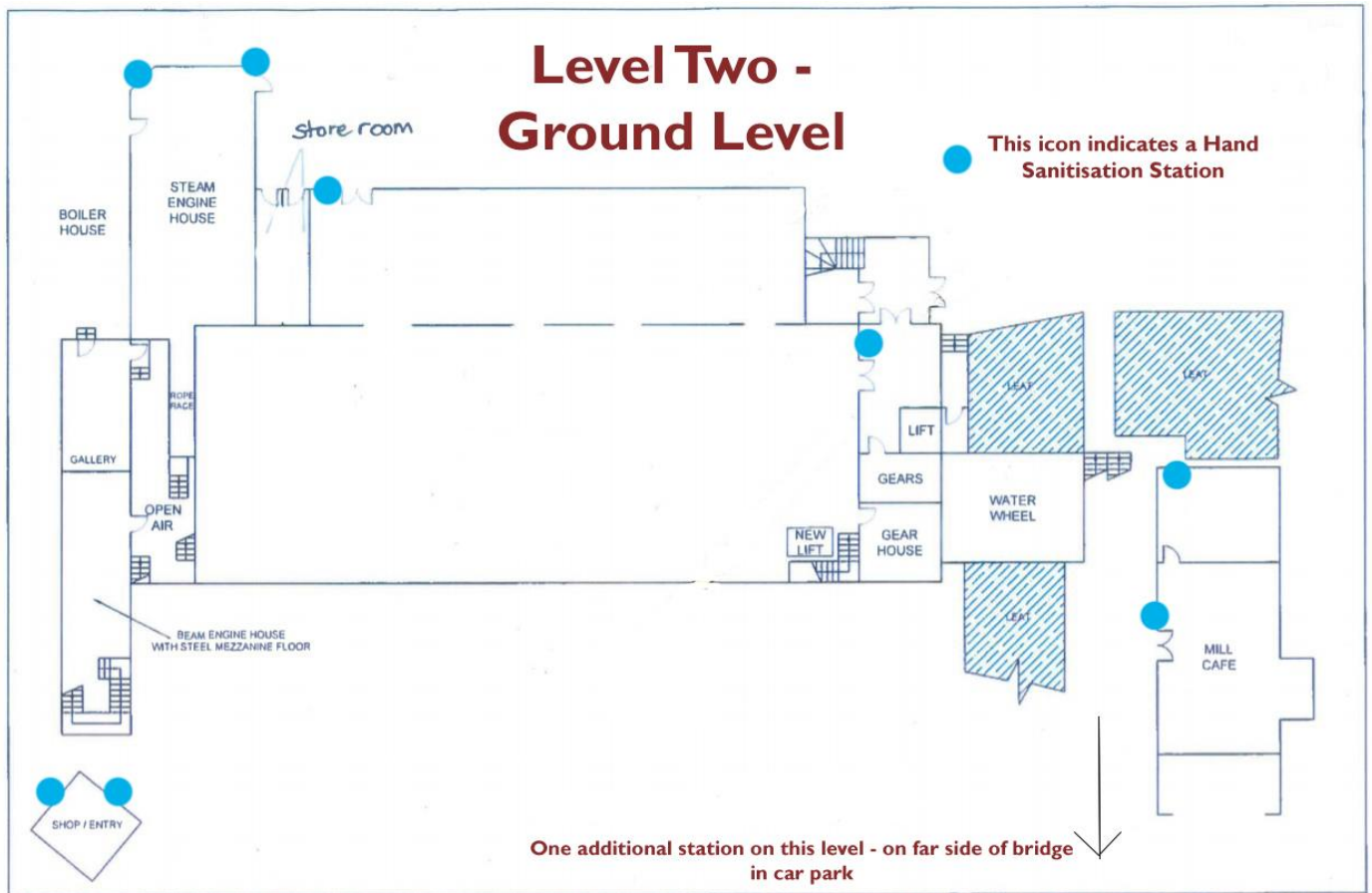
How to get regular rapid tests

Go to a test site

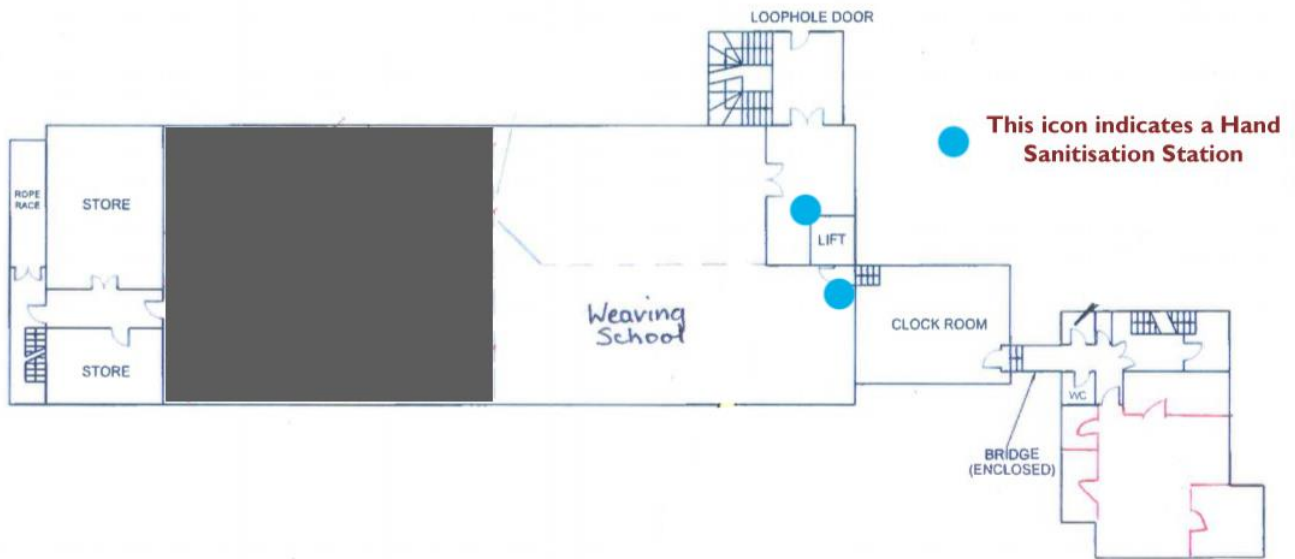
Get a test to do at home

You can order rapid home-tests here: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

Appendix I – Hand Sanitisation Map



Level Four - 2nd Floor



Appendix 2: PPE Breakdown

Activity	PPE Provided
Use of Hazardous Substances	Gloves Face Protection
Grass Cutting	Eye & Face Protection Ear Defenders Gloves
Operating Machinery	Ear Defenders Gloves (when necessary)
Wetland Clearing/Cutting	Gloves
Operating Lancashire Boiler	Gloves Protective Footwear
Indoor Activity	Face Masks

Reference Documents/Information:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-5-2>

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>