

Skills Plus: Planning for Reopening

Date: Wednesday 10th and Thursday 11th June

Time: 14:00 – 16:30

Location: Online (Zoom)

Facilitator: Elizabeth Coningsby

Trainers: Ben Melham and Libby Finney

What will be covered?

This training course is designed for museum professionals who wish to develop the skills and knowledge required to reopen a museum after a sustained period of closure. These sessions will utilise guidance provided by museum associations, advisory bodies and central government. A programme for reopening will be discussed and developed which will be informed by case studies for UK and International institutions, including the Museum of London. The course will focus on practical measures and potential solutions to known and expected post lockdown restrictions such as social distancing, cleaning, visitor experience, staff welfare etc.

The adaptation of museums to enable people to visit or work whilst socially distanced, may have some unforeseen effects on collections and their care. In the second day we will look at some of the issues which might need to be considered such as cleaning, new routes through the building and object handling and what can be done to mitigate risks to staff, visitors and the objects themselves.

Who should attend?

This course is aimed at museum professionals with responsibility for museum operations and facilities management.

Whilst being delivered in a virtual format the session will be interactive with the opportunity for ongoing Q&A as well as polling, networking, group work and other interactive content.

Approximate session timetable

Wednesday 10th June

Day 1 Session 1: Scene Setting & Guidance

14:00 – 14:15	Introductions and Icebreaker
14:15 – 14:30	Context Setting
14:45 – 15:00	Guidance and Sources of Information
15:00 – 15:15	Identifying the Key Challenges (Interactive Session)
15:15 – 15:25	Break

Day 1 Session 2: Sector Best Practice

15:25 – 15:45	Case Study – Museum of London
15:45 – 16:05	Case Studies – UK & International
16:05 – 16:25	Lessons learned and trends from case studies
16:25 – 16:30	Day 1 summary and ‘homework’ setting*

**A light touch document review/or planning exercise*

Thursday 11th June

Day 2 Session 3: Service Areas in Focus

14:00 – 14:10	Introductions and Icebreaker
14:10 – 14:25	Homework review and discussion
14:25 – 14:35	Focus Point 1: Visitor Social Distancing
14:40 – 14:50	Focus Point 2: Staff welfare and protection
14:50 – 15:00	Focus Point planning and application (interactive session)
15:00 – 15:05	Break

Day 2 Session 4:

15:05 – 15:15	Focus Point 3: Cleaning Regimes
15:15 – 15:25	Focus Point 4: Cafes & Shops
15:25 – 15:35	Loos & Lifts
15:35 – 15:45	Communication Strategies for visitors and Staff
15:45 – 16:25	Collection Care Implications
16:25 – 16:30	Course Summary & Sources of further information

Learning objectives

By the end of this session you will:

- Be aware of the key requirements you are likely to need to meet in order for visitors and staff to reoccupy your site.
- Understand how these issues have been addressed at other institutions.
- Have a better understanding of the challenges and possible solutions for key density areas such as toilets, lifts, cafes and shops.
- Have a strategy for communicating these changes with your staff and visitors.
- Understand the collection care implications when adapting museums to enable people to visit or work whilst socially distanced.

Support towards Museum Accreditation:

Organisational Health

3. Assess and manage risk to your organisation

Managing Collections

6. Care for and conserve collections

Users and their Experiences

7. Be accessible to the public

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the afternoons of the **10th and 11th June** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.



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