

South Downs Planetarium Action Plan Covid-19**General**

	Task	Action Required:	Equipment/material required	by whom	Date
1	Undertake COVID-19 Risk Assessment within the planetarium	Risk assessment (Review Bi-Monthly by G Bryant)	Risk assessment paperwork and Govt. guidelines	Graham Bryant & John Mason	Completed May V1.0 July (V1.1/2/3) Aug (V1.4)
2	Share risk assessment actions with Volunteers	a. Actions plan to be shared amongst Duty Managers and Volunteers b. Display a copy on the noticeboard	e-mail and hard copy (training)	Chair of Trustees	Completed from July 2020 onwards
3	Reduce risks to all volunteers	a. Chair of Trustees review initial interview assessment of volunteers b. Use current knowledge of health status of volunteers followed by discussion with that individual to ascertain vulnerability c. Volunteers deemed vulnerable to avoid contact with planetarium d. Check temperature of all volunteers and public entering the building	Review of recruitment personal details. Discussion preferred options with each volunteers Forehead thermometer	Chair of Trustees Purchased by John Mason All to use	Ongoing July 2020 Ongoing July 2020 Ongoing July 2020 Completed June 2020

Physical Changes to Planetarium

4	<p>The planetarium should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).</p>	<ul style="list-style-type: none"> a. Create a floor plan for the distancing measures to be accurately laid b. Marking the ground on the approach to the planetarium door entrance with 2mtr markers lines c. Marking the floor on the approach to dome entrances and Bunker room door entrances with 2mtr marks d. Mark out on the floor queueing area in front of the Spiral Galaxy image for the M/F toilets with 2mtr marks and separation with chord barrier e. Move the reception (a desk only) to a point in front of the astronaut. Push the current reception back to wall and cover. f. Cover or remove from display any sale items & display stands g. 2mtr distance to be maintained around frequently used office equipment such as 	<p>Floor plan made from existing planetarium plans</p> <p>External Paint</p> <p>Black/yellow striped adhesive tape</p> <p>Black/yellow striped adhesive tape (chord barrier currently separating the telescope displays)</p> <p>Move a desk from the bunker room</p> <p>Covers</p> <p>procedure</p>	<p>John Mason & Graham Bryant</p> <p>Selected volunteers</p> <p>Selected volunteers</p> <p>Selected volunteers</p> <p>Selected volunteers</p> <p>Selected volunteers</p> <p>Selected volunteers</p> <p>All staff</p>	<p>Completed July 2020</p> <p>Enquiring for products</p> <p>Completed July 2020</p> <p>Completed July 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p>
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		<p>photocopier/printers etc.</p> <p>h. Planetarium seating to be reduced by removal of middle tier to accommodate approx. 40 members of the public. (ensure studs are removed from floor)</p> <p>i. Dome split into halves</p> <p>j. Dedicated staff toilet (using smaller of the disabled toilets)</p> <p>k. Explore the possibility of using Ultra-violet lamps to kill Coronavirus within the air conditioning unit</p> <p>l. Improved distancing between cars in car park area.</p> <p>m. Exploring the use of Ionisation within the Air Conditioning system</p>	<p>Spanners etc. Store seats in Bunker Room and covered <i>(Consider refurbishment during this period)</i></p> <p>pull chord/tape barrier</p> <p>Sign to be made indicating such on the door</p> <p>Contact manufacturers</p> <p>Volunteers to advise drivers as they arrive.</p> <p>Discuss with specialist company</p>	<p>John Mason supervising selected Volunteers</p> <p>John Mason & selected Volunteers</p> <p>John Mason & selected Volunteers</p> <p>John Mason</p> <p>Selected Volunteers</p> <p>John Mason</p>	<p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed July 2020</p> <p>Now exploring Ionisation</p> <p>Completed July 2020</p> <p>Ongoing July 2020</p>
5	Reduce touch points around planetarium	<p>a. Mark areas around all door handles and door plates with yellow/black marker tape which indicate that these are the touch points</p>	<p>Black/yellow striped adhesive tape</p>	<p>Selected volunteers</p> <p>John Mason &</p>	<p>Completed July 2020</p> <p>Completed</p>

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		<ul style="list-style-type: none"> b. Signs around planetarium to use hand gel/cleaner and to use touch points 	Make appropriate signs and display	selected Volunteers	June 2020
		<ul style="list-style-type: none"> c. Keep doors open whenever possible 	Procedure	Duty manager and selected Volunteers	Completed June 2020

Contractors on Site

6	Maintaining safe working distance when contractors are on site	<ul style="list-style-type: none"> a. Discussion with contractors prior to working on site to ascertain what their COVID-19 safety procedures will be b. ...and expectations of the Planetarium of their workmen c. Only one person from planetarium staff to be on premises at the same time d. Appropriate cleaning of area where contractors have been e. Discussion with regular cleaning contractor on their COVID-19 measures 	<p style="text-align: center;">Phone discussion/documents Procedure agreed</p> <p style="text-align: center;">Phone discussion/documents</p> <p style="text-align: center;">Cleaning equipment as required</p> <p style="text-align: center;">Request documents from them if they exist</p>	<p style="text-align: center;">John Mason</p> <p style="text-align: center;">John Mason</p> <p style="text-align: center;">John Mason selected volunteers</p> <p style="text-align: center;">John Mason</p>	<p style="text-align: center;">Plans in place for all actions July 2020</p>
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Cleaning and Hygiene Measures

7	Increasing the frequency of gel hand cleansing and hand washing	<ul style="list-style-type: none"> a. Hand gel placed around the planetarium (at least in the entrance lobby entrances to dome and around the planetarium) b. Cleaning stations to contain hand gel c. Cleaning stations to be placed around the planetarium d. Signs in toilet areas on approved hand washing techniques e. Sign in kitchenette to advise on cleaning after single use f. Remove all cleaning cloths of material. Remove all Tea Towels. Use paper to dry hands and kitchen cups etc. Only use Anti-Viral wipes or spray 	<p>Hand Gel</p> <p>Purchase multi-purpose cleaning stations</p> <p>Signs to be purchased/made</p> <p>Rolls of kitchen paper. Anti-Viral Wipes</p>	<p>John Mason</p> <p>John Mason</p> <p>John Mason (purchase) Volunteers (make signs)</p>	<p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p>
8	Increasing the frequency of surface cleaning	<ul style="list-style-type: none"> a. Areas of high touch point to doors, light switches, handrails etc. to be cleaned frequently when the planetarium is open to visitors and volunteers 	<p>Purchase multi-purpose cleaning stations containing as a minimum, wipes, gel, surface cleaning liquids.</p>	<p>John Mason</p>	<p>Completed June 2020</p>

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		<p>b. Cleaning stations to be placed around the planetarium</p> <p>c. Small disposal bins to be placed nearby (bins contain small bin bags)</p> <p>d. Surface cleaning solutions to be available in advance for use around the planetarium</p> <p>e. Surface cleaning schedule to be drawn up and displayed</p>	<p>Purchase of small bin & bags</p> <p>Purchase of cleaning solutions for use in spray containers</p> <p>Cleaning schedule</p>	<p>Selected volunteers</p> <p>John Mason & selected volunteers</p> <p>John Mason</p> <p>John Mason & Graham Bryant</p>	<p>Completed June 2020</p> <p>Completed July 2020</p> <p>Completed June 2020</p> <p>July 2020</p>
9	Provision of PPE for volunteers	<p>a. Planetarium will provide masks, gloves and polythene aprons for use by volunteers</p> <p>b. Waste to be double bagged and placed in large plastic bins and removed from site frequently</p>	<p>Purchase of:</p> <ul style="list-style-type: none"> ➤ face masks ➤ Nitrile gloves ➤ Aprons <p>Disposal of waste to be removed by volunteers</p>	<p>John Mason</p> <p>Trustees</p>	<p>Completed June 2020</p> <p>Completed July 2020</p>

People Management in the Planetarium

10	Team working	<ul style="list-style-type: none"> a. Home working is not possible in respect to most planetarium activities b. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. c. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a set few others). 	<p>Rota</p> <p>Procedure</p> <p>Rota</p>	<p>Robert Kirk & John Mason</p> <p>Office working staff/volunteers</p> <p>Robert Kirk & John Mason</p>	<p>Completed July 2020</p> <p>Completed June 2020</p> <p>Completed July 2020</p>
11	Volunteers safety and distancing	<ul style="list-style-type: none"> a. All volunteers to take their temperature with forehead thermometer upon arrival and indicate they have done so in the signing in book in the main office b. Any volunteer with a temperature above 38 deg C must not remain in the building and leave the premises c. Use of hand gel upon arrival d. Frequent hand washing whilst on duty e. Outdoor clothes to remain in own vehicle where possible 	<p>Instruction and training of volunteers</p> <p>Forehead thermometer</p> <p>gel</p>	<p>Trustees</p> <p>Selected volunteers</p> <p>All staff</p> <p>All staff</p>	<p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p>

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		<p>f. Work within teams</p> <p>g. Vigilant of distancing with fellow volunteers and also members of the public</p> <p>h. Use of separate toilet (use only small disabled toilet in gents' corridor) same to be marked as such</p> <p>i. Avoid congregating in main office or kitchen</p> <p>j. Any volunteer who has worked in the planetarium post lockdown and who develops COVID-19 symptoms must inform the planetarium so that a contact can be made with the other volunteers.</p> <p>k. Those volunteers who have been in contact (Ref 11(j) above) are advised to request a COVID-19 test then follow NHS Test & Trace procedures. Car Park attendants to have PPE plus personal High Vis waistcoats for sole personal use.</p> <p>l. Volunteers make their own drinks in the kitchenette and do use of hot water flasks</p> <p>m. All volunteers wear face coverings whilst there are members of the public in the building</p>	<p>as per 9(c)</p> <p>Toilet marked as 'staff only'</p> <p>Procedure in place <i>(see section 13 for full procedure)</i></p> <p>Procedure in place for volunteers</p> <p>High Vis Waistcoats</p> <p>Cups/soap and water</p> <p>Provision of PPE</p>	<p>All staff</p> <p>All staff</p> <p>Applies to all monitored by Trustees</p> <p>Applies to all monitored by Trustees</p> <p>All staff</p> <p>All staff</p>	<p>Completed June 2020</p> <p>Completed July 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed July 2020</p> <p>Completed June 2020</p> <p>Completed July 2020</p>
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12	Controlling members of the public by restricting movement and in and around around planetarium to maintain social distancing and other measures	<ul style="list-style-type: none"> a. Keeping the planetarium usage as short as possible such as 72 hrs between shows b. Reception desk to be moved in front of astronaut c. All ticketing through Ticket Tailor only d. No cash sales of tickets or goods e. All members of the public will have their temperature taken by a volunteer (any high temp' will result in refusal of entry) f. Public to be directed into bunker room to wait for start of show with appropriate and tailored seating g. Seating plan to be tailored to each show based on ticket sales h. Tailored seating plan to be organised for each show in order to keep family groups together and separated by two seats i. Public taken into dome individually by ushers and placed into reserved seats 	<p>As per 4(e) above</p> <p>Note on Website & Ticket Tailor Note on Website</p> <p>Use of forehead thermometer (note to be added to website informing public of procedure)</p> <p>Blue chairs placed in bunker room to accommodate required booked visitors</p> <p>Seating proforma to be developed and used by Duty Manager</p> <p>Use of seating proforma</p> <p>Procedure</p>	<p>John Mason and Tony Forsey</p> <p>Duty manager</p> <p>Duty manager & volunteers</p> <p>Tony Forsey</p> <p>John Mason & Selected volunteers</p> <p>Duty manager & Selected volunteers</p> <p>Duty manager and Selected volunteers</p> <p>Duty manager and Selected volunteers</p>	<p>Completed July 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed July 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p> <p>Completed June 2020</p>
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		<p>j. Dome split into halves, usual dome entrance fills the east side and console entrance fills into the western side (exiting is the same)</p>	Procedure	Duty manager and Selected volunteers	Completed June 2020
		<p>k. After the show public exit via nearest exit to dome (by the kitchen and main entrance)</p>	Procedure	Duty manager and Selected volunteers	Completed June 2020
		<p>l. Only one person in a toilet at a time</p>	Procedure	Duty manager and Selected volunteers	Completed June 2020
		<p>m. Managed toilet queuing system</p>	Procedure	Duty manager and Selected volunteers	Completed June 2020
		<p>n. If any paying guest displays symptoms of COVID-19, neither they nor any members of their family or 'social bubble' will be admitted and should, as per Government guidance, get tested under the NHS Test & Trace.</p>	Notice on the Website	Tony Forsey	Completed July 2020

Action in the event of a positive Coronavirus report

	Task	Action Required:	Equipment/material required	by whom	Date
13	<p>Person contacts Planetarium reporting a positive test of Coronavirus on someone who has visited/worked in the building</p> <p>Duty of care to other volunteers/staff</p> <p>If two or more staff report positive Covid diagnosis</p>	<p><u>If staff:</u></p> <p>a) Exclude from further volunteering and entering the building until they have recovered.</p> <p>b) Check who they have been in contact with in the planetarium over the past 14 days</p> <p>c) Ascertain whether they have been in touch with NHS Test & Trace</p> <p>d) Expect contact from NHS Test and Trace scheme</p> <p>e) Inform other staff with whom this person has been in contact (do not give name of individual) advise of their need to isolate for 14 days</p> <p>f) Contact Cleaning company for a full Covid clean of planetarium</p> <p>g) Two or more staff with diagnosis – contact local authority Health Protection Team and follow their instructions</p>	<p>Procedural flow chart to be drafted</p> <p>Rota</p> <p>Procedure</p> <p>Follow instruction from NHS Test & Trace</p> <p>Procedure</p> <p>Cleaning Contractor</p> <p>Procedure – see flow chart</p>	<p>Graham Bryant</p> <p>Trustee</p> <p>Trustee</p> <p>Trustee</p> <p>Trustee</p> <p>John Mason</p> <p>Trustees</p>	

<p>13a</p>	<p>Person contacts Planetarium reporting a positive test of Coronavirus on someone who has visited/worked in the building</p> <p>Duty of care to other volunteers/staff</p> <p>If two or more members of the public report positive Covid diagnosis</p>	<p><u>If member of Public reports positive diagnosis:</u></p> <p>a) If discovered at the door refuse admittance</p> <p>b) If reported by telephone take contact details and ring them back</p> <p>c) Obtain admission details – date & time of show(s)</p> <p>d) Print off show admission contacts from Ticket Tailor – hold securely in line with GDPR Data Protection</p> <p>e) Expect NHS Trace & Tract to contact and follow their instructions</p> <p>f) Inform all volunteers on duty for the particular day in question – need to isolate for 14 days</p> <p>g) Contact Cleaning company for a full Covid clean of planetarium</p> <p>h) Two or more staff with diagnosis – contact local authority Health Protection Team and follow their instructions</p> <p>i)</p>	<p>Follow above risk assessment procedures</p> <p>Procedure - follow flow chart</p> <p>Ticket Tailor website or show contact details.</p> <p>Procedure</p> <p>Duty Rota</p> <p>Cleaning contractor</p> <p>Procedure – see flow chart</p>	<p>Duty Manager</p> <p>Trustee</p> <p>Trustee</p> <p>Trustee</p> <p>Trustee</p> <p>John Mason</p> <p>Trustees</p>	
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