

**SPAB Boxley Abbey and OHP Working Party (WP) 2020
SPAB Participant's Requirements (including SPAB Staff, Specialists and Volunteers as indicated)**

Confirmed Dates:

Sunday 12th July 2020 - Afternoon WP set-up

Monday 13th – Wednesday 15th July 2020

This summer the SPAB still hopes to carry out repairs to conserve Boxley Abbey and St Andrew's Chapel (SPAB's Old House Project - <https://www.spab.org.uk/old-house-project>), with the help of SPAB staff, specialists and volunteers. However, we must maintain the safety of everyone involved and comply with the Government's regulations surrounding COVID-19. This will require some changes to the usual format of our working party, as follows:

Before arriving on-site (All SPAB Participants):

General Information on the COVID-19 Virus

COVID-19 is a new illness for which no vaccination or medication is available. Once symptoms have appeared, most people recover from it within approximately a week, but it is extremely important to prevent infection because in some cases, it can be very serious and sometimes fatal - though this is unusual in healthy people. The length of time between infection and symptoms is unclear. However, there are confirmed cases of people without symptoms passing on the disease.

1. **Risk:** We will ask each participant to confirm that they are not in a high-risk category in terms of Covid-19. We will also ask participants to confirm that they are prepared to participate in a group activity at their own risk.
2. **Testing:** If tests are widely available by July, all participants could be asked to have taken a test for Covid-19 or to have had an anti-body test and to disclose the results to the SPAB.
3. **NHS Track and Trace:** If the NHS Track and Trace App is in operation, we would require all participants to have it in use before attending and in operation throughout the time on-site and for 14 days afterwards.

On-site arrangements:

4. **SPAB Participants:** The WP will be broken down into individual days with small groups of different participants visiting each day. Therefore, each participant will have one day on-site only.
SPAB Staff and Specialists: Will be allowed to stay for the duration.
5. **Arrival: All participants:** must arrive on-site in their own personal transport, whether that is their own car, van, motorbike, bicycle, or walking. No person will be allowed to travel to the Working Party site via public transport, taxi or car share. On arrival to site, body temperature will be taken (TBC).
6. **Accommodation: SPAB participants** - No camping for overnight - On the one day on-site, all participants will be expected to arrive at 8.30am and leave at 5.30pm each day.
Accommodation: SPAB Staff and Specialists - Camping within Boxley Abbey wall garden (for tents) and Boxley Abbey north field car park (for camper vans) only from Sunday 12th July to Wednesday 15th July. Everyone should bring their own tent or camper van to sleep in

and they should be located a minimum of 2 metres from each other, at all times.

7. **Access Restrictions: All SPAB participants** must abide by any access restrictions on-site to keep a safe distance from Abbey residents, local people and each other.

Lunch and break-times:

8. **SPAB Participants:** No food will be supplied on site. All participants will bring their own packed lunch and enough food and drink for a full working day.
SPAB Staff and Specialists: Will be provided with a buffet breakfast, lunch and tea breaks. All food will be served every day of the WP in the Boxley Abbey Rose Garden. Evening meals will either be self-organised BBQ at the fire pit or takeaways.
9. **All SPAB Participants:** will need to sit 2 metres apart and must bring their own plate, mug/cup and cutlery which they will personally wash and dry at dedicated washing stations.

Tools:

10. Sterilised hand tools will be issued on site and will need to be disinfected and handed back at the end of the day. Participants can bring hand tools to use instead but they need to be fully marked and sterilised before arrival on site.
SPAB Participants: A concise tool list will be issued nearer the time of arrival.

PPE:

11. Basic PPE and sanitisers will be provided on-site.
All SPAB Participants: Are expected to bring their own site boots, site clothing, sanitizer, anti-bacterial spray (for washing WC and washing station after use), gloves and face masks. Each item of PPE will be labelled with the participant's name and the SPAB will require face masks to be worn at all times whilst on-site (including break times), alongside respecting our site's social distancing requirements, policy and site notices in compliance with the Government's regulations.

SPAB COVID-19 Wardens:

12. **All SPAB Participants:** The SPAB will have COVID-19 Wardens on-site to check that the Government's COVID-19 requirements are being obeyed and met. Each COVID-19 Warden will be introduced at the morning briefing and all persons on-site (including visitors) will be required to act on the Warden's instructions immediately and without hesitation. Anybody that does not comply will be removed from site with immediate effect.

First Aid:

13. First Aiders will be on site but in accordance with St John's Ambulance guidelines, as follows: First aid should be always issued to someone needing it but during the Covid 19 virus further consideration needs to be given to asking the injured person to help themselves and moving them or other people away from the incident, if safe to do so. No mouth to mouth CPR is currently allowed to be administered during First Aid.

Site Conveniences:

14. All persons will be expected to spray down the WC and hand washing areas after use.

Hand sanitizers will also be positioned around the Boxley Abbey and OHP site.

Further cleaning will be undertaken by the SPAB's COVID-19 Warden at regular intervals and at the end of the day's activities.

Male and Female Showers and further WCs will be located nearby at the Kent Scouts Activities Centre Lower Grange Farm Grange Lane, Sandling, Maidstone, Kent ME14 3DA (south side of M20 - 1/4 miles away).

Filming:

15. We hope to film the conservation work undertaken on-site and if possible, make a film of the different areas of work including demos that may go out online live each day of the WP. Please say to the site manager or COVID-19 Warden if you do not want to be filmed or if you notice the any issues.

Agreement to the above:

All SPAB Participants: The SPAB apologies for any inconvenience the above changes might cause you, but we hope you understand that they are required to allow our Working Party Conservation Days to comply with the Governments' COVID-19 regulations. It is our aim to maximise the Educational benefit of being on site but if in any way you are feel uncomfortable in agreeing to the above and attending site, then please know that we hoping to film the conservation work undertaken for yourselves and others to watch, online on the day or as soon as possible following the event.

Despite the limitations this year, we hope these Working Party Conservation Days can still be interesting and worthwhile for participants.

Please sign and print below to confirm that you are happy to comply with the above:

Signed:

Print.....

Delete as applicable: Staff / Specialist / Participant / Visitor