

Appendix 5C - Staffordshire Archives and Heritage Recovery Plan – Update 14 September 2021

Recovery June-September 2021

Our recovery was phased with phase 1 being the first reopening in July 2020 just for Staffordshire Record Office gradually recovering our full opening hours. Phase 2 reinstated the full opening hours and included Saturday opening. A summary of this phase of recovery was reported in the 6 July 2021 update. From 19 July we implemented phase 3 of our recovery:

- We re-introduced volunteer group sessions using the Learning and Archive Resource Centre, following social distancing and hygiene guidelines. 39 volunteers have returned (27 onsite, 12 working remotely).
- We delivered Lockdown Memories sessions to schools (delayed from January)
- We have continued to engage with people through social media
- We have planned onsite events with partners to commence September/October
- We have delivered our onsite services at Staffordshire Record Office through our full opening hours offering six spaces for visitors requiring advance booking and pre-ordering of documents. Quarantining of documents has ceased in line with The National Archives guidance.
- Stoke on Trent City Archives is also open on temporary opening hours in accordance with the City Council guidelines.

Priorities for phase 4 recovery from 1 October 2021

A H&S representative has visited Staffordshire Record Office to review the spaces, COVID-19 measures, CO₂ measurements, ventilation and processes to manage visitor numbers. Based on the discussion from 1 October we will increase capacity for volunteers and visitors onsite but still maintaining social distance and management processes. Our priorities are:

- The number of visitor seats will increase from six to eleven spaces maintaining distance and ensure seats are directed away from one another. Mask wearing when moving around will be encouraged.
- Advance booking and pre-ordering of documents will continue but it will be possible to accommodate appointments on the day and some production of documents throughout the day.
- Volunteer spaces will increase from six to eight. Remote volunteering will continue to be supported.
- Small scale events with twelve spaces and workshops with eight spaces will be resumed. Online talks will continue to be offered.
- Recruit Project Officer to deliver Pandemic War Diary project.