

# East Anglian Traditional Music Trust

The Old Stables, Museum of East Anglian Life, Crowe Street, Stowmarket, Suffolk IP14 1DL

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Registered Charity No. 1082774

*Patrons: Gloria Buckley MBE, Lesley Dolphin, Mark Murphy*

July 2020

## Covid-19 Response

In light of the recent Covid-19 situation, if you wish to visit our offices, you will need to arrange this in advance in order to be met by our Administrator at the entrance to the **Museum of East Anglian Life**. Please ring or email the office to make an appointment.

We are conforming with the Local Authority and Government Guidelines including those relating to the 'Track and Trace' system. We are required to keep a note of visitor details (name, postcode and contact email or telephone number) which will be kept for the statutory time and then deleted (currently after 21 days) by our administrator.

We have also taken other steps to ensure that we are operating within Government guidelines such as providing hand sanitizer, disinfecting surfaces and observing the social distancing rules. Visitors are free to wear a face mask in addition to the steps put in place. If you require a member of staff to also wear a mask whilst you are visiting, please make this request when booking your appointment to visit.

We are also following the Museum of East Anglian Life's Covid-19 policies and guidelines that apply to the grounds where our office is situated.

We respectfully request that you postpone any visits if you are showing any symptoms of Covid-19 until you are symptom free.

Alex Bartholomew, Administrator

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