

# Working with SHARE Museums East during the COVID-19 pandemic

## Briefing Note for Freelancers and Contractors

17.03.2020

Efforts to mitigate the Covid-19 pandemic are likely to last several months and will affect SHARE programmes and events. In line with Government advice to avoid unnecessary public meetings and social contact, we have now cancelled all remaining SHARE events. Our aim is to rearrange cancelled sessions for later this year but depending on how the ongoing situation continues to evolve we may need to further postpone these and other SHARE events.

Under this directive, we want to brief you as follows:

### **Delivering training or events on behalf of SHARE**

- We may need to cancel events at short notice in accordance with Government advice, if venues decide they will close, or if a significant number of delegates cancel. We will keep you informed of discussions so that you are part of the decision process.
- If you feel it necessary or prudent to cancel a session, we will fully support you with this. Please get in touch ASAP.
- Where possible we will work with you to identify a future date to run the event.
- Please inform us ASAP of the following:
  - If there is a minimum number of delegates you require to effectively deliver the session.
  - The best contact telephone number on which we can get hold of you at short notice. Please note, this will be deleted immediately after the event.

### **Payment and expenses**

- If you have already carried out research and development unique to a SHARE event that is cancelled or postponed, please get in touch so that we discuss payment for work completed to date.
- If you are booking travel and accommodation as part of your training delivery, please try to make flexible bookings that will allow you to cancel without having to make payment in full. We understand that this may increase the cost of train tickets. If this means that your total invoice to us may exceed £1000, please let us know ASAP so that we can get the required approval and avoid any delay to your payment.

## **Your well-being**

- We really appreciate and are reliant on the fantastic freelancers and contractors that we work with. We care about your well-being and want to continue to work with you in future.
- We do not want to put you or your loved ones at risk by asking you to travel to an event, or to cause you any anxiety about whether or not to attend. Please do let us know if you want to cancel an event we have booked you to deliver.
- We will always try to include you in the decision making, but there may be occasions when we have to cancel an event without your involvement.
- We understand that this may be an unsettling and insecure time for you. Please do let us know if there is anything we can do to support you.

## **Contacting us**

Please email the SHARE inbox [sharemuseumseast@norfolk.gov.uk](mailto:sharemuseumseast@norfolk.gov.uk) or call 01603 495881. We are working remotely for the foreseeable future, but one of us will get back to you as soon as possible.

**END**