

> HELPING BUSINESS GET BACK TO WORK



30 May 2020

COVID-19 Safety Plan

Museums and galleries

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry (website, social media, venue entry).	

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres.	
Consider a time-based booking system.	
Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.	
Move or remove tables and seating as required to comply with 1.5 metres of physical distance.	
Tours should involve no more than 10 visitors per group. Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.	
Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	
Use telephone or video for essential meetings where practical.	
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Have strategies in place to manage gatherings that may occur immediately outside the premises.	
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	
Ensure bathrooms are well stocked with hand soap and paper towels.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	
Encourage contactless payment options.	
If interactive exhibitions are open, ensure supervision to ensure visitors apply hand sanitiser before and after use, and to clean the interactive components between use.	
Consider removing printed museum and gallery guides, and replacing with downloadable guides or audio guides.	

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	