



Your COVID-19 Safety Plan

Museums and galleries

Business details

Business name	Griffith Regional Art Gallery
Business location (town, suburb or postcode)	Griffith NSW 2680
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Effective date	22 October 2020
Date completed	23 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Staff are trained in awareness of COVID-19 symptoms and risks, and to stay home if unwell or awaiting COVID test results. Signage at entry to building request visitors not to enter if unwell or experiencing any symptoms. Visitors to Gallery are asked to sign declaration that they are not unwell, experiencing symptoms or have been in any Covid hot spots, or exposed to risk of covid, before entering Gallery.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

All staff have been trained in awareness of COVID symptoms and in implementation of

COVID safe procedures. Procedures and physical prompts - signage, social distance decals, - are in place to promote physical distancing. COVID cleaning procedures are in place and staff are trained in implementing these safely, including use of appropriate products and use of PPE.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

All staff have received training in applicable Local Government Award and Council policy regarding leave entitlements available if they are sick or required to self-isolate.

Display conditions of entry (website, social media, venue entry).

Conditions of entry, including not to enter if unwell or needing to self-isolate, are displayed on Gallery website and Facebook and at entry to Gallery. Visitors required to sign declaration before entry confirming they are not unwell or required to self-isolate.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Restaurants and cafes**
- **Gyms**
- **Cinemas and theatres**
- **Corporate events (if hiring out space).**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register this through nsw.gov.au.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through nsw.gov.au

N/A

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

N/A

Physical Distancing

Capacity must not exceed one visitor per 4 square metres of space (excluding staff).

All rooms and spaces in Gallery have been measured and maximum capacity for each space - based on 1 visitor per 4 sq meters - is displayed at entry. No more than the maximum number of allowed visitors is permitted to occupy any space.

Consider a time-based booking system for popular events or exhibits.

Public events such as openings, workshops and talks use pre-booking to ensure maximum numbers are not exceeded.

Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors where crowding may occur.

Directional signage and decals are in place, along with signs reminding visitors to maintain 1.5m distance.

Move or remove tables and seating as required to comply with 1.5 metres of physical distance wherever possible. Household or other close contacts do not need to physically distance.

Staff desks have been relocated to ensure 1.5 m between work stations. Tables and seating for workshops and talks are placed at 1.5 meter distance.

Tours should involve no more than 30 visitors per group. Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.

Artist or curator talks are limited to 30 visitors. Attendees are required to pre-book and maximum numbers will not be exceeded.

Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate.

Staff monitor visitors in Gallery and prompt for physical distancing if required. Workshop and tour numbers are limited. Markers on floor prompt physical distancing.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all

times, including at meal breaks and in offices or meeting rooms.

Work stations re-positioned to be 1.5m distance. and staff work in separate rooms where possible. Small staff numbers mean that, except for installation of exhibitions or movement of gallery equipment or furniture, staff work rarely work together and maintain 1.5m distance.

Use telephone or video for essential meetings where practical.

Communication with exhibitors, contractors and tour organisers takes place by phone or video conference wherever possible.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Limited number of staff and part time work hours mean staff have very limited overlapping hours.

Review regular deliveries and request contactless delivery and invoicing where practical.

Deliveries are to office door and via contactless handover. All invoicing done electronically.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Visitor numbers are limited, with few programmed events - all with small numbers - so congregation of groups outside the premises is unlikely. Physical distancing marking on threshold of gallery indicates physical distancing requirements.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Staff trained in safe handwashing techniques. Signage installed at sanitation and handwash points on good handwashing and hand rubbing techniques. Sanitiser and hand wash stations set up throughout Gallery.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

All bathrooms are stocked with soap and paper towels. Supplies are checked and replenished weekly.

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.

A daily (and more frequent) cleaning schedule is in place for high use areas including front counter, office equipment, shop surfaces and bathroom touch points. Staff are trained in cleaning regime and implement daily (and more frequent) in accordance with cleaning checklist.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

All disinfectant and cleaning supplies are used at COVID recommended strength and in accordance with manufacturer's instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

All staff are instructed in the use of PPE, including using disposable gloves when cleaning. Staff have been instructed to wash hands before and after wearing gloves. Supplies of disposable gloves in a range of sizes are kept in stock and accessible at all cleaning locations.

Encourage contactless payment options.

Signage installed at entry encouraging EFTPOS payments.

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.

N/A. No interactive exhibitions will be installed.

Consider removing printed museum and gallery guides, and replacing with

downloadable guides or audio guides where practical.

N/A

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, visitors to ticketed exhibits and contractors for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

QR code check in is available. Paper contract tracing record is also set up at entry to Gallery and all visitors must either use QR code check in or complete paper tracing record. All paper records are scanned and saved into Council's HPE Content Manager record keeping system. All other visitors to site and contractors must sign in and provide contract details. Staff complete fortnightly timesheets which identify their attendance on site. All records are kept in HPE Content Manager in designated COVID tracing container.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

COVIDSafe app is installed on all Council supplied mobile phones and staff encouraged to use it.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Procedure and policy in place to notify NSW Health in event of a visitor or staff member testing positive for COVID19.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes