

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Museums and galleries

Business details

Business name	GRIFFITH PIONEER PARK MUSEUM
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 and volunteers are trained in COVIDsafe procedures, including the need to stay home if unwell, experiencing symptoms or need to self-isolate. Signage installed throughout facility to remind staff, volunteers and visitors to stay away if unwell. Signage at entry and requirement of visitors and contractors to sign declaration that they are not unwell, experiencing symptoms or needing to self-isolate, before being granted entry to Museum.

Provide staff and volunteers with information and training on COVID-19, including

when to get tested, physical distancing and cleaning.

Staff and volunteers have received training, including copies of Council policy and procedures, on COVID-19 symptoms and risks, and provided with training on responsibility to prevent risk of spreading COVID19, including when to get tested, physical distancing and good hygiene. Staff and volunteers also trained in COVID safe cleaning procedures.

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

Staff have been made aware of their leave entitlements under Local Government Award and Council conditions, and right and responsibility to take leave if unwell or required to self-isolate. Volunteers made aware of need and right to not attend premises if unwell or needing to self-isolate.

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

Conditions of entry on website and facebook, and signage at Museum entry notifying requirement not to enter if unwell, experiencing symptoms or needing to self-isolate due to potential risk or waiting for test results. Visitors and contractors required to sign declaration that they are not unwell or required to self-isolate, prior to being granted entry to venue.

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.

Hire conditions updated to require COVID-19 Safety Plan for any bookings for weddings, funerals and corporate events. Booking information supplied to hirers provides information on current restrictions. Bookings will be taken for future events with higher numbers than currently allowed, but hire conditions state requirement to comply with restrictions current at time of event.

Physical Distancing

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

All internal spaces, rooms and exhibitions spaces have been measured and maximum capacity limits identified to maximum of 1 visitor per 4 square metres of space (excluding staff). No bookings will be accepted or events held where numbers would exceed this capacity.

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

All groups must pre-book entry to Museum and will be allocated visit times.

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.

Signage installed at entry to all occupied spaces to indicate maximum capacity. Staff at entry to Museum direct visitors on how to move safely through venue.

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 all located at more than 1.5metre distance. Seating in office located at 1.5 metres. No tables or seating set up permanently in hire spaces. Upon hire seating and tables set up to comply with 1.5m physical distancing between participants.

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.

All tours must be pre-booked and groups will be limited to 30 visitors in each tour group for general tours. Train tours limited to 12 people and maximum of 1 household group per carriage. Online bookings encouraged.

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

Museum layout mitigates against crowding, with multiple buildings and large outdoor areas and visitors moving through the entire venue between exhibits. Signage on door of each exhibition space identifies maximum occupation. Staff monitor visitors to the Museum and prompt for physical distancing if required. Groups must pre-book and will be scheduled to prevent interaction with other visitors.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Limited number of staff and volunteers, and part time hours, mean staff have very limited overlapping hours. Staff work in different parts of museum, and, except where required to carry out certain physical tasks, do not work in close proximity.

Use telephone or video for essential meetings where practical.

Meetings and communication with hirers, user groups, tours, contractors and suppliers are by telephone, email or zoom wherever possible. Staff meetings are held in Myall Park Hall where occupation capacity far exceeds staff numbers.

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

Staff have staggered start, break and finish times.

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

Deliveries are to shop or office, and via contactless hand over. All invoicing is done electronically.

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

the premises.

Visitor numbers are limited at most times so congregation of groups is unlikely. Where groups or tours have visited premises staff and volunteers will work with tour organisers to move people away from museum entry and into bus or other transport as quickly as possible.

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 and volunteers are trained in COVID safe hygiene practices and importance of handwashing. Signage installed at sanitiser and handwash locations on good handwashing and hand rubbing techniques. Sanitisers and hand washing stations are set up throughout venue.

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

All bathrooms and kitchens are stocked with hand soap, sanitisers and paper towels and/or hand driers. 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 has been implemented for high touch areas. Staff and volunteers are trained in cleaning requirements. Checklist has been developed and is used to guide and confirm completion of cleaning schedules.

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

All disinfectant and cleaning supplies are COVID recommended products and used at 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.

Supplies of disposable gloves in a range of sizes are kept stocked at all cleaning locations. Staff and volunteers directed to use disposable gloves when cleaning and to wash hands thoroughly before and after using gloves.

Encourage contactless payment options.

Bookings are encouraged on line, or by use of EFTPOS at entry. Signage at entry to Museum encourages contactless payment for entry and any purchases.

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.

No interactive exhibitions will be open, unless supervised by staff. Where visitors are permitted to touch exhibits staff will ensure they apply hand sanitiser before and after contact, and will clean the handled objects between any visitor contact.

Consider removing printed museum and gallery guides, and replacing with downloadable guides or audio guides where practical.

All printed Museum guides are single use.

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 collection of data is set up at entry to Museum and visitors are encouraged to

use this. Paper records are also set up at the entry and visitors must use this if not checking in via QR code. All other visitors and contractors must sign check in form with contact details and reason for visit. All volunteers and staff complete time sheets which are saved into Council's HPE content manager system.

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

COVIDSafe app is installed on all Council issued mobile phones and staff have been advised of its benefits.

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.

Procedures in place to notify NSW Health in the event that any visitor, staff member or volunteer tests positive for COVID 19.

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

Yes