

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



Your COVID-19 Safety Plan

Information and education facilities

Business details

Business name	Chau Chak Wing Museum
Business location (town, suburb or postcode)	The University Of Sydney
Select your business type	
Museums and galleries	
Completed by	Craig Barker
Email address	<u>craig.barker@sydney.edu.au</u>
Effective date	8 November 2021
Date completed	7 November 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Covid safety information is provided on our website and around the building including a request not to enter the premises if unwell. Museum staff are also provided this advice from the University of Sydney's Covid information website.

The University of Sydney has full information available to all staff, including Chau Chak

Wing Museum staff and volunteers, on our staff intranet where they provide full information, and update according to any changes in recommendations from NSW Health.

All staff will QR code entry and exit from the building and are expected to stay at home and get tested if they are unwell.

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

Yes

Tell us how you will do this

The museum's website, social media messaging and direct messaging to our supporters has focused information on QR code sign in regulations, the need for vaccination certificates to be shown by visitors, social distancing requirements (including gallery capacities), hand sanitising stations and mask wearing requirements. Visitors will be reminded by our Front of House staff. All of our staff have been trained in Covid well being.

The Chau Chak Wing Museum is undergoing regular cleaning daily.

We have worked closely with the University of Sydney Covid response working group and are acting within university regulations, although conscious that we have general public visitors unlike other areas of the campus.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.
Agree

Yes

Tell us how you will do this

Signage is visible at the museum entrance and on our website outlining conditions of entry. Signage is positioned throughout the building reminding staff and visitors of social distancing, good hygiene and capacity limits in galleries. Front of House staff will also provide information to visitors.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers and visitors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train

staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

We will require visitors to provide proof of vaccination status to enter the museum. Entry will be declined to anyone without proof. Staff are required to have had their vaccination certificates sighted by their local manager before they can access the building.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Signage and monitoring by the museum's Front of House staff. Signage and floor marking have been updated since the change from the 4 sq metre limit to the 2 sq metre limit.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Signage, floor marking and physical monitoring as we have done in the past. Staff offices are spread out and not all staff are in the offices at the same time. Work from home will

continue where practicable.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Smaller galleries will have signage restricting access. Staff access to toilets and kitchen has been separated from public spaces by bollards.

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

Agree

Yes

Tell us how you will do this

Signage, floor markings and physical monitoring by Front of House staff to enable organised and orderly access to the building by visitors.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

As a new building the air conditioning has been confirmed as being of a high level of ventilation. All conditioning systems on the campus of the University of Sydney contain a substantial amount of fresh air (make-up air), so the indoor environment is constantly being

replaced with fresh outside air (after being conditioned and de-humidified).

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We are not currently planning face to face events and face to face teaching but when these activities resume we are exploring options of running some of these events in outdoor areas.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Windows cannot be opened however air conditioning unit is being monitored constantly.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

Ventilation systems are being inspected and maintained regularly by the University of Sydney.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Ventilation systems are being inspected and maintained regularly by the University of

Sydney.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Meetings and consultations have begun to discuss the best ways to optimize indoor ventilation and this process will be ongoing.

As a new building the standard of the unit is high.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Front of House staff and signage will remind visitors that facemasks will be required in indoor areas of the museum. Staff have been reminded numerous times.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser is available in all public areas of the building and the toilets, foyer and other areas of the museum. Staff have access to sanitiser on their desks and in staff offices and work areas according to the University policy.

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

Agree

Yes

Tell us how you will do this

These products are regularly checked and updated by cleaning staff.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Museum public areas undergo regularly cleaning daily by cleaning staff when open to the public, including surface areas.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers and visitors.

Agree

Yes

Tell us how you will do this

Service NSW QR codes will be used at the public entry, and in staff entries to record every single person who enters and exits the building.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and

accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Multiple QR codes are positioned safely apart from each other to allow safe checking in. They are well signed and Front of House staff are available to provide assistance.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within four hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

A spreadsheet is kept at the front desk for visitors unable to access the QR code.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

The cafe operating within the building has its own QR code sign in and will be completing its own Covid Safety plan.

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

Yes