

COVIDSafe Plan

Business name: Museums Victoria, Immigration Museum

Plan completed by: Karlo Milosevic

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1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Action:

- All staff have been directed to work from home where possible by the Chief Executive Officer and Director.
- The requirement to work from home has been emphasised through a number of communications including weekly all staff meetings and the mandatory COVID-19 specific induction program.
- Staff are only allowed on site to perform essential work. A list of essential staff is managed by the Chief Operating Officer.
- Floor markings and signage is in place in nominated public areas to encourage distancing at potential choke and queuing points.
- Public spaces are signposted to outline the maximum number of people permitted in each space.
- Back of house communal environments (such as meeting rooms and lunch rooms) are signposted to outline the maximum number of people permitted in each space.
- Deliveries to the loading are by appointment only.
- Reduced staff access to loading dock.
- Appropriate PPE provided to Museums Victoria staff working in loading dock.
- Security will assist in managing queuing adjacent to the primary entrance to the workplace in order to adequately manage entry and exit including potential congestion.
- Queuing and ticketing has been reviewed to minimise build up of persons entering and leaving the workplace.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- Workstations cannot be less than 1.5 metres from each other and there cannot be more than one person for each four square metres of space.
- Site Facilities Management have undertaken an evaluation of back of house areas (including lifts) in order to determine the maximum number of people permissible in each space. This in turn has been communicated to relevant Departments.
- Use of hot desks is not currently permitted.
- Front of house spaces (including lifts) have been signposted to specify the maximum number of people permissible in each space.
- Patrons are restricted to 25% of maximum capacity subject to the density quotient of one person per four square metres (except in areas covered by proportion of fixed seated capacity). Staff are excluded from this limit.
- Indoor entertainment capped at a maximum of 150 patrons per space subject to the density quotient of one person per four square metres.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) [vic.gov.au](https://www.vic.gov.au)
- Informing workers to work from home wherever possible

Action:

- All staff have been directed to work from home where possible by the Chief Executive Officer and Director.
- The requirement to work from home has been emphasised through a number of communications including weekly all staff meetings and the mandatory COVID-19 specific induction program.
- Staff are only allowed on site to perform essential work. A list of essential staff is managed by the Chief Operating Officer
- Employees should avoid carpooling to and from work with persons they do not live with:
 - You can carpool if it is not practical for you to get to work without carpooling (e.g. you don't have a licence or access to a car).
 - Where possible you should make other arrangements, such as getting driven to and from work by someone you live with.
 - If traveling in a car with someone who is not part of your household, one of you should sit in the back seat in order to maintain physical distancing and both wear a fitted face mask in the car unless you have a lawful exemption.
 - Increase ventilation in the vehicle by opening windows wherever possible. Avoid having the air conditioning on recirculate.
 - High touch surfaces in the vehicle should be cleaned and disinfected regularly.

Further information can be obtained from: <https://www.coronavirus.vic.gov.au/travel-third-step#can-i-carpool-with-people-outside-my-home-if-we-live-near-each-other-and-travel-to-the-same-or-nearby-workplaces>

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

- Adherence to VIC Government requirements relating to face coverings are mandatory for entry to site.
 - Face coverings are mandatory indoors unless an exemption applies.
 - Face coverings are required to be carried at all times.
 - Face coverings are not required outdoors unless physical distancing cannot be maintained.
- A link to the DHHS public health directions relating to face coverings is available via the intranet.
- Disposable surgical masks are available from the first aid room on the Ground floor adjacent to the administration desk. Bulk supplies are on hand and quantities are checked daily.
- Cloth masks will also be issued to returning staff in the coming weeks.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action:

- Barriers have been installed at all point of sale locations.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action:

- Guidance exists on the intranet. This includes:
 - Museums Victoria guidance: *Surgical Masks & Face Coverings Infographic*
 - Museums Victoria guidance: *How to Fit A P2 Mask Infographic..*
 - Department of Health & Ageing: *How to Fit & Remove A Surgical Mask.*
 - Safety Data sheets and fit instructions for various P2 masks.
(above guidance includes information on correct fit, use, disposal and washing).
- A comprehensive COVID-19 specific induction program is in place and includes content specific to hygiene.
- Signage encouraging personal hygiene is in place throughout the site. Back of house signage provides guidance on accessing cleaning and hygiene supplies.

There are no additional requirements for restricted or heavily restricted industries.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action:

- High touch interactives have been removed from spaces or heavily modified to reduce the number of touch points and/or frequency of contact. Modification includes use of disposable loose objects, increasing cleaning of objects or limiting the use of objects by patrons. Note: there are very few high touch interactives at the Immigration Museum.
- High touch appliances from staff areas have been removed.
- Kitchen utensils have been removed throughout site. Staff have been asked to provide their own utensils.
- Cleaning is undertaken multiple times across each day, and more frequently in shared or communal spaces.
- Products such as detergent and/or disinfectant are used for cleaning.

You should display a cleaning log in shared spaces.

Action:

- Cleaning logs are posted in prominent, shared locations across each site.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

- Alcohol based hand sanitiser is available at multiple locations throughout the site for both employees and visitors. Bulk supplies are on hand and quantities are checked regularly.
- Adequate supplies of soap, water and paper towels are provided across the site.
- Signage encouraging the use of sanitiser is in place across the site.

If your industry is restricted or heavily restricted, you should also:

Conduct an audit of cleaning schedules.

- Cleaning logs will be submitted to site Facilities Management upon completion. They will be then audited/reviewed to confirm both the required frequency of cleaning and areas to be cleaned are being adhered to.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

- Details on what leave arrangements (financial support) are available to staff while they awaiting the results of COVID-19 tests or are self-isolating because they have tested positive for coronavirus (COVID-19). Guidance is available on the COVID-19 tab on Musenet and refer to the Leave Guidance Materials section.
- Communication requesting staff to stay home if unwell exists on multiple levels.
- Staff must complete a QR Code based symptoms declaration at the beginning of each shift.

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

- The business continuity plan has been updated to consider the potential impacts of an outbreak and closure of the workplace.
- The business continuity plan is supported by:
 - The Pandemic Emergency Management Plan.
 - The Pandemic Working Group (throughout the year but not currently).
 - The Business Continuity Response Team overseen by the Chief Operating Officer.
- *Responding to Suspected or Confirmed Cases of COVID-19* provides guidance specific to identifying and notifying close contacts.
- *Work Instruction Pandemic Response On Site Isolation* provides guidance specific to identifying and notifying close contacts.
- The Museums Victoria Guidance *Responding to Suspected or Confirmed Cases of COVID-19* outlines steps to be taken where a deep clean or decontamination is required.
An agreement is in place with cleaning contractor Menzies Group to undertake deep cleaning and/or decontamination when required.
- Preparation to assist with contact tracing exists through the following:
 - There are nominated contact points for reporting suspected or confirmed cases of COVID-19 (Karlo Milosevic and Andrew Puhanic).
 - A COVID-19 specific reporting protocol: *Responding to Suspected or Confirmed Cases of COVID-19*.
 - The swipe access system records staff entry and movement within the premises.
 - The names and contact details of contractors or visitors entering the site are recorded.

- The Museums Victoria *Incident Notification Procedure* has been amended so that it meets the requirements of the *Occupational Health and Safety COVID 19 Incident Regulations 2020*.
- Museums Victoria has an appointed person responsible for notification to WorkSafe Victoria (Karlo Milosevic - Head of Health, Safety & Wellbeing).
- The MV Business Continuity Plan allows for closure and is supported by the Business Continuity Response Team which meets regularly.
- A strategy for the effective and safe reopening of the workplace has been overseen by the following bodies within Museums Victoria:
 - Re-opening Project Steering Group.
 - Pandemic Working Group.
 - Business Continuity Response Team
- The process of reopening and returning to the workplace is supported by a comprehensive COVID-specific induction program. Completion by staff is mandatory.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

- Preparation to assist with contact tracing exists through the following:
 - *Responding to Suspected or Confirmed Cases of COVID-19* provides guidance in terms of identifying and notifying close contacts.
 - Staff must sign in upon entry.
 - The swipe access system records staff entry and movement within the premises.
 - Contact details of delivery drivers are recorded by security upon arrival.
 - The names and contact details of contractors or visitors entering the site are recorded using a QR Code system.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

- Temperature screening has been considered but not implemented.

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate
- **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- All personnel (including employees and contractors) must declare prior to entering site that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate or quarantine. This is managed through a QR Code process.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action:

- The design of Immigration Museum does not incorporate operable external windows.

- The air conditioning system is set to maintain airflow constantly.
- The air conditioning system is regularly inspected and maintained. The system has a combination of single and double pleat filtration.
- Humidity of 50% +/- 10% maintained throughout building.
- Temperature of 21C +/- 4c maintained throughout building.
- Temperature of 21C +/- 4c maintained throughout building.
- Work should take place outdoors wherever possible.

There are no additional requirements for restricted or heavily restricted industries

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action:

- As part of the management of Workforce Bubbles, departments must ensure groups of workers are rostered on the same shift within a single worksite to prevent overlap during shift changes.

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action:

- Where employees have declared that they reside with another worker, managers are required to ensure that rosters ensure there is no cross over between shifts.

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.
- A Workforce Bubble is “a defined limitation to the area in which employees work or to the scope of tasks they might perform as part of their work”.
- For the purposes of this plan a *Bubble* is defined by the limit and scope of project works unless otherwise specified.
- Staff who are required to work onsite should remain within their physical work areas (workplace bubbles) whenever they are able to. The following must be considered wherever possible:
 - Staff should remain within their immediate work environments and not physically interact with other teams or departments.
 - Physical contact should be avoided and replaced with other means of communication (eg: phone, video conferencing, email etc).
 - Staff should limit the use of lunchrooms and amenities to those closest to their work locations.
 - Staff should limit use of equipment (eg: printers, scanners, tools) to that located closest to their own work areas.
 - Shifts or rosters should be planned to avoid unnecessary crossover at the beginning or end of shifts.
 - Hot desking is not permitted whilst current restrictions are in place.
- For those staff who are performing essential work Departments have been asked to review rosters and timetabling in order to reduce the number of personnel present on any one site. This has been overseen through the Business Continuity Response Team and the Chief Operating Officer.
- Wherever possible staff should not work across multiple sites. Where this is required, reduce the duration of time spent on site, the number of personnel undertaking such work and the frequency of such visits.
- Directorate approval must be gained where work is to be performed across multiple sites.