

COVIDSafe Plan

Business name: Museums Victoria, Scienceworks

Plan completed by: Karlo Milosevic

Date reviewed: 12th April, 2021.

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

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:

- There is no longer a density quotient for office-based workplaces except for publicly accessible areas such as lobbies. Density quotients no longer apply to back of house areas such as elevators, meeting rooms, kitchenettes and staff hubs. Staff should continue to observe physical distancing wherever possible.
- Floor markings and signage is in place within 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 loading dock are by appointment only requiring preapproval for delivery.
- Reduced staff access to loading dock.
- Appropriate PPE provided to Museums Victoria staff working in loading dock.
- Queuing and ticketing has been reviewed to minimize 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 –

- Workers remain at least 1.5 metres apart where possible.
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- Workers should not be located less than 1.5 metres from each other and there cannot be more than one person for each two 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 now permitted. The MV guidance material associated with use of hot desks must be adhered to.
- Front of house spaces (including lifts) have been signposted to specify the maximum number of people permissible in each space.
- Patrons in non-seated indoor spaces are restricted to 75% of maximum capacity (limited to 1000 persons per space) subject to the density quotient of one person per two square metres. Staff are excluded from this limit.
- Indoor seated venues and cinemas can now operate at 100% of seated capacity to a maximum of 1000 persons subject to the density quotient of one person per two 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](https://www.vic.gov.au)) vic.gov.au

Action:

- MV work spaces are no longer subject to a capacity limit for staff. MV staff are now required to commence working at their usual place of work in line with directions from the Chief Executive Officer and Director and the Victorian Public Sector Commission *Flexible Work Policy*.
- Employees should avoid carpooling where possible.
 - 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.
 - As of 11:59PM 26th, February 2021 the wearing of face coverings is not mandatory indoors at Museums or MV workplaces.
 - Face coverings are required to be carried at all times.
 - Face coverings are required to be worn if physical distancing cannot be maintained.
 - Face coverings must be worn when sharing vehicles with others.
- 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 regularly.

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.
- 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:

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.

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:

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- 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.

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 entry movements are recorded.
 - 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 employees, contractors or visitors entering the site are recorded using a QR Code system.
 - Where QR Coding is not practical for school groups, a manual system of record keeping is utilised.

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.

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 Scienceworks does not incorporate operable external windows in gallery spaces.
- 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 or double stage pleat filtration.
- Humidity of 50% +/- 10% 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:

- There are currently no restrictions associated with staff and shift work..

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:

- There are currently no restrictions on shifts and works who reside with each other.

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

- Limit or cease the number of workers working across multiple work sites (no longer required).
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises (no longer required).
- 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.
- Multiple site visits can be undertaken as normal where required. Directorate approval is no longer required.
- A Workplace Bubble Infographic is available to employees through Musenet and has been communicate through All Staff “Town Hall” meetings.

7. Public events

All tier 3 public events (as defined by the *Public Events Framework*) are subject to all of the requirements of this COVID Safe Plan including those provisions outlined in this section. Events that meet a tier 1 or 2 classification must meet the requirements of the *Public Events Framework*.

- The names and contact details of event attendees, contractors or visitors entering the site are recorded.
- Each event will develop a communications plan in line with the event and venue floorplan and in consideration of the specific event activities. The communications plan will convey rules that support physical distancing and general behaviour when entering Museums Victoria event spaces. Signs and/or floor markings will show: Patron limits at the entrance of enclosed areas where limits apply Pathways to ensure patron flow Hygiene requirements Physical distancing
- Events will leave 1.5m distance between seating to allow physical distancing measures for non-household groups. We will also ensure one way traffic flow of pedestrian traffic can be achieved in and out of seated areas.
- Event staff are available to provide direction to attendees regarding the one-way traffic flow of foot traffic and the location of vacant spaces; Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic.
- Event attendees will be directed to stay seated as much as possible
- Events hosted in MV spaces will develop processes and materials to ensure that workers and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.

- Event organisers must communicate the following public health messages to attendees: Each attendee is asked to do a symptom self-assessment prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine. Attendees must maintain at least 1.5m physical distance between those from other groups at all times. To minimise movement, attendees must stay within their allocated spaces or seats where practical. Requirements for face covering, observe cough etiquette and personal hygiene measures. MVs record keeping and QR code sign in process.
- A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.
- Museum Spaces will require event contractors to provide a copy of their COVIDsafe plan to ensure the contractor is following government directives for businesses with an onsite operation.
- Events hosted in MV event spaces must abide by all current at the time government regulations as well as following and abiding by all rules outlined in this MV COVIDsafe plan.