

**Business name:** Museums Victoria, Scienceworks Museum

**Plan completed by:** Karlo Milosevic

**Date reviewed:** 14<sup>th</sup> October, 2021



## 1. Practice Physical Distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <p>Shared work areas are only accessible to workers, and should only include workers in the density quotient.</p> <p>Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.</p> <p>Further information can be found at <a href="https://www.coronavirus.vic.gov.au">coronavirus.vic.gov.au</a></p>	<ul style="list-style-type: none"> <li>▪ Stay at home requirements are in place, only Authorised workers are permitted to attend the workplace:               <ul style="list-style-type: none"> <li>- Staff must work from where they are able to do so.</li> <li>- Authorised workers may attend the workplace only for the purpose of performing essential work.</li> <li>- Director approval is required to attend site in order to undertake essential work.</li> <li>- An Authorised Worker permit must be carried by each employee at all times.</li> </ul> </li> </ul> <p><b>VACCINATION</b></p> <ul style="list-style-type: none"> <li>▪ The following applies to all MV <i>Authorised Workers</i> (other than Construction Workers, discussed further below) who are scheduled to work outside their ordinary place of residence on or after 15 October 2021. This also includes other categories of employees such as retail workers, food and drink facility workers (e.g. café and restaurant workers) and repair and maintenance workers. The full list of vaccination requirements for specific categories of Authorised Workers can be accessed via the link below:               <p style="text-align: center;"><a href="https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated">https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated</a></p> </li> <li>- All MV Authorised workers (other than Construction Workers, discussed further below) who are scheduled to work outside their ordinary place of residence on or after 15 October 2021 must, unless an exception applies, provide evidence by 15 October that they have:               <ol style="list-style-type: none"> <li>a) received their first COVID-19 vaccination dose by 15 October 2021; or</li> <li>b) made a booking by 22 October 2021 (and subsequently received that dose by that date); and</li> </ol> </li> </ul>

Requirements and recommendations	Action
	<ul style="list-style-type: none"> <li>c) must have received their second COVID-19 vaccination dose by 26 November 2021, unless an exception applies.</li> <li>▪ The following applies to Construction Workers as of 5 October 2021. Construction work is not permitted to be carried out except in the following circumstances: <ul style="list-style-type: none"> <li>- All Construction Workers (which includes any workers, contractors, visitors and others who attend the construction site) must meet the following requirements: <ul style="list-style-type: none"> <li>a) All MV Construction Workers must provide evidence that they have already received their first COVID-19 vaccination dose before they can be permitted by MV to work outside their ordinary place of residence, unless an exception applies.</li> <li>b) All MV Construction Workers must provide evidence that they have received their second COVID-19 vaccination dose by 13 November 2021 in order to be permitted to continue working outside their ordinary place of residence, unless an exception applies.</li> </ul> </li> </ul> </li> <li>▪ MV is obliged to undertake the following for both categories of workers: <ul style="list-style-type: none"> <li>- As soon as reasonably practicable employers (and construction site operators) must collect, record and hold information about their relevant workers' vaccination status.</li> <li>- If an Authorised Worker is 'unvaccinated', MV is required to obtain evidence that the authorised worker has a booking to receive their first dose by 22 October 2021 (note: this grace period only applies to authorised workers other than construction workers, who are already required to have received their first dose).</li> <li>- If the Authorised Worker is 'partially vaccinated', MV is required to obtain evidence that the Authorised Worker has a booking to receive their second dose: <ul style="list-style-type: none"> <li>a) in the case of construction workers, by 13 November 2021; and</li> <li>b) in the case of all other authorised workers, by 26 November 2021.</li> </ul> </li> <li>- If a worker is an excepted person on medical grounds then MV must also collect, record and hold information about this. If MV does not hold a worker's vaccination status information by 15 October, it is required to assume the person is unvaccinated.</li> </ul> </li> <li>▪ MV must not permit unvaccinated Authorised Workers (including those who have not provided sufficient evidence that they are at least partially vaccinated) to work outside their ordinary place of residence on or after 15 October 2021, unless one of three exceptions applies: <ul style="list-style-type: none"> <li>- the worker is booked to receive their first dose by 22 October (this applies to non-construction workers only);</li> <li>- the worker has been in self-quarantine and has a booking within 7 days of the end of their self-quarantine period; or</li> <li>- one of the exceptional circumstances listed in the Directions applies.</li> </ul> </li> <li>▪ Any health information collected by Museums Victoria for the purposes of complying with the Chief Health Officer's</li> </ul>

Requirements and recommendations	Action
	<p>directions will be handled responsibly in accordance with the Health Records Act 2001 (Vic) and will only be used or disclosed as permitted under that Act. Employees may access any personal or health information held by Museums Victoria at any time on request.</p> <p>Employees who do not wish for Museums Victoria to retain a copy of their supporting evidence may request that the supporting evidence is sighted and not retained.</p> <p>* Where authorised work takes place density quotient and related restrictions apply.</p>
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <p>Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace</p> <p>You may also consider:</p> <p>Minimising the build-up of people waiting to enter and exit the workplace.</p> <p>Using floor markings to provide minimum physical distancing guides.</p> <p>Reviewing delivery protocols to limit contact between delivery drivers and workers</p>	<ul style="list-style-type: none"> <li>▪ Signage is in place displaying patron limits at the entrance to enclosed areas.</li> <li>▪ Egress points have been managed to minimise the build up of people entering and exiting the workplace.</li> <li>▪ Floor markers have been used where practical to provide minimum distance guides.</li> <li>▪ Deliveries are by appointment only and are restricted to the loading dock unless otherwise required.</li> </ul>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <p>Informing workers to follow current public health directions when carpooling. This can be found at <a href="https://www.coronavirus.vic.gov.au">coronavirus.vic.gov.au</a></p>	<ul style="list-style-type: none"> <li>▪ Training for workers relating to physical distancing has been provided in the following ways: <ul style="list-style-type: none"> <li>- Variety of guidance material on the COVID-19 tab of Musenet.</li> <li>- COVID specific inductions programs.</li> <li>- Ongoing communications.</li> <li>- Signage</li> </ul> </li> <li>▪ Employees should avoid carpooling where possible. <ul style="list-style-type: none"> <li>- 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.</li> <li>- Increase ventilation in the vehicle by opening windows wherever possible. Avoid having the air conditioning on recirculate.</li> <li>- High touch surfaces in the vehicle should be cleaned and disinfected regularly.</li> </ul> </li> </ul> <p>Further information can be obtained from:  <a href="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">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</a></p>

<b>Requirements and recommendations</b>	<b>Action</b>
You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.	<ul style="list-style-type: none"><li data-bbox="823 192 1501 248">▪ Only essential Authorised workers are currently permitted on site (see page 1).</li></ul>



## 2. Wear a face mask

Requirements and recommendations	Action
<p> You must ensure all workers adhere to current face mask requirements, as outlined at <a href="https://coronavirus.vic.gov.au/face-masks">coronavirus.vic.gov.au/face-masks</a></p>	<ul style="list-style-type: none"> <li>▪ Adherence to VIC Government requirements relating to face coverings is mandatory for entry to site.               <ul style="list-style-type: none"> <li>- The wearing of face coverings is mandatory for indoor and outdoor environments (except at home).</li> <li>- Face coverings are required to be carried at all times.</li> <li>- Face coverings are required to be worn if physical distancing cannot be maintained.</li> <li>- Face coverings must be worn when sharing vehicles with others.</li> </ul> </li> <li>▪ A link to the DHHS public health directions relating to face coverings is available via the intranet.</li> <li>▪ 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.</li> <li>▪ N95 masks are available where required.</li> </ul>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<ul style="list-style-type: none"> <li>▪ Fit instructions for both surgical and N95 masks are available on the intranet in the form of videos, data sheets and other guidance.</li> <li>▪ Fit instruction for N95 masks are also included in the following guidance: <i>Work Instruction – Pandemic On Site Isolation</i>.</li> </ul>

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	N/A
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### 3. Practise good hygiene

Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <p>Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.</p> <p>Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.</p> <p>Clean between shifts.</p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ High touch appliances from staff areas have been removed.</li> <li>▪ Kitchen utensils have been removed throughout site. Staff have been asked to provide their own utensils.</li> <li>▪ Cleaning is undertaken multiple times across each day, and more frequently in shared or communal spaces.</li> <li>▪ Products such as detergent and/or disinfectant are used for cleaning.</li> <li>▪ Hot desks cannot be used.</li> </ul>
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> <li>▪ Cleaning logs are displayed in shared spaces.</li> </ul>
<ul style="list-style-type: none"> <li>▪ You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Soap and sanitiser are readily available for all workers and visitors.</li> <li>▪ Signage is in place across the site encouraging hand washing and hygiene.</li> </ul>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	<ul style="list-style-type: none"> <li>▪ All areas area cleaned at least daily.</li> </ul>
<p>Adhere to additional hygiene training requirements.</p>	<p>N/A</p>



## 4. Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
<p> You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Communication requesting staff to stay home if unwell exists on multiple levels.</li> </ul>
<p> You must develop a business contingency plan to manage any outbreaks. This includes:</p> <p>Having a plan to respond to a worker being notified they are a positive case or a close contact while at work.</p> <p>Having a plan in place to clean the worksite (or part) in the event of a positive case.</p> <p>Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.</p> <p>Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace.</p> <p>Having a plan in the event that you have been instructed to close by the Department of Health.</p> <p>Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work.</p>	<ul style="list-style-type: none"> <li>▪ The business continuity plan has been updated to consider the potential impacts of an outbreak and closure of the workplace.</li> <li>▪ The business continuity plan is supported by:             <ul style="list-style-type: none"> <li>- The Pandemic Emergency Management Plan.</li> <li>- The Pandemic Working Group (when required but not currently).</li> <li>- The Business Continuity Response Team overseen by the Chief Operating Officer.</li> </ul> </li> <li>▪ Responding to Suspected or Confirmed Cases of COVID-19 provides guidance specific to identifying and notifying close contacts.</li> <li>▪ Work Instruction Pandemic Response On Site Isolation provides guidance specific to identifying and notifying close contacts.</li> <li>▪ The Museums Victoria Guidance Responding to Suspected of 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.</li> <li>▪ Preparation to assist with contact tracing exists through the following:             <ul style="list-style-type: none"> <li>- There are nominated contact points for reporting suspected or confirmed cases of COVID-19 (Karlo Milosevic and Andrew Puhanic).</li> <li>- A COVID-19 specific reporting protocol: Responding to Suspected of Confirmed Cases of COVID-19.</li> <li>- The swipe access system records staff entry and movement within the premises.</li> <li>- The names and contact details of contractors or visitors entering the site are recorded.</li> </ul> </li> <li>▪ 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.</li> <li>▪ Museums Victoria has an appointed person responsible for notification to WorkSafe Victoria (Karlo Milosevic - Head of Health, Safety &amp; Wellbeing).</li> </ul>

Requirements and recommendations	Action
	<ul style="list-style-type: none"> <li>▪ The MV Business Continuity Plan allows for closure and is supported by the Business Continuity Response Team which meets regularly.</li> <li>▪ A strategy for the effective and safe reopening of the workplace has been overseen by the following bodies within Museums Victoria: <ul style="list-style-type: none"> <li>- Re-opening Project Steering Group.</li> <li>- Pandemic Working Group.</li> <li>- Business Continuity Response Team</li> </ul> </li> <li>▪ The process of reopening and returning to the workplace is supported by a comprehensive COVID-specific induction program. Completion by staff is mandatory.</li> </ul>
 <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see <a href="https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service">https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service</a> .</p>	<ul style="list-style-type: none"> <li>▪ The Services Victoria App is in use.</li> </ul>



## 5. Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <p>Enabling working in outdoor environments.</p> <p>Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.</p> <p>Enhancing airflow by opening windows and doors.</p> <p>Optimising fresh air flow in air conditioning systems.</p>	<ul style="list-style-type: none"> <li>▪ The design of Scienceworks does not incorporate operable external windows in gallery spaces. In addition: <ul style="list-style-type: none"> <li>- The air conditioning system is set to maintain airflow constantly.</li> <li>- The air conditioning system is regularly inspected and maintained.</li> <li>- The system has a combination of single or double stage pleat filtration.</li> <li>- Humidity of 50% +/- 10% maintained throughout building.</li> <li>- Temperature of 21C +/- 4c maintained throughout building.</li> </ul> </li> <li>▪ Work should take place outdoors wherever possible.</li> </ul>

If your industry is subject to additional industry obligations, you may also be required to:

Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.	N/A
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## 6. Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	<ul style="list-style-type: none"> <li>▪ There are currently no restrictions associated with staff and shift work.</li> </ul>

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	<ul style="list-style-type: none"> <li>▪ Workers are required to minimise working across multiple sites.</li> </ul>
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	N/A
Workforce Bubbles	<ul style="list-style-type: none"> <li>▪ 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”.</li> <li>▪ For the purposes of this plan a <i>Bubble</i> is defined by the limit and scope of project works unless otherwise specified.</li> <li>▪ Staff who are to work onsite should remain within their physical work areas (workplace bubbles) whenever they are able to. The following must be considered wherever possible: <ul style="list-style-type: none"> <li>- Staff should remain within their immediate work environments and not physically interact with other teams or departments.</li> <li>- Physical contact should be avoided and replaced with other means of communication (eg: phone, video conferencing, email etc).</li> <li>- Staff should limit the use of lunchrooms and amenities to those closest to their work locations.</li> <li>- Staff should limit use of equipment (eg: printers, scanners, tools) to that located closest to their own work areas.</li> <li>- Shifts or rosters should be planned to avoid unnecessary crossover at the beginning or end of shifts.</li> <li>- Hot desks cannot be used.</li> </ul> </li> </ul>

- Multiple site visits should be avoided where possible. If multiple site visits are required as part of work, 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*.**

**NOTE:** public events are restricted to the revised activity directions issued on the 9<sup>th</sup> June, 2021. Planning for and implementing events must be done in conjunction with the OHS Team.

**NOTE:** this section does not apply whilst stay at home directions remain in place.

- 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 behavior 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.