

COVIDSafe Plan

Template Version: 26 June 2021

Business name: Museums Victoria, Melbourne Museum

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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 coronavirus.vic.gov.au</p>	<p>Site Access</p> <ul style="list-style-type: none">Staff are no longer required to work from home. Individual arrangements to transition back to work sites should be discussed with Direct Managers.There is no density quotient for areas not accessible to the public.Household Contacts are now permitted to leave quarantine subject to the following:<ul style="list-style-type: none">Masks must be worn indoors.At least five rapid antigen tests must be undertaken over the seven day period that would normally take the form of quarantine. <p>Vaccination</p> <ul style="list-style-type: none">All workers attending Melbourne Museum, IMAX, Royal Exhibition Building, Immigration Museum or Scienceworks need to be fully vaccinated regardless of the type of work being performed.Patrons are no longer required to be vaccinated or show proof of vaccination status.Further information can be obtained from the following link: How we live: Information for Victorians Coronavirus VictoriaAny health information collected by Museums Victoria for the purposes of complying with the Chief Health Officer's 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. 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.

Requirements and recommendations	Action
	<p>Indoor Non-Seated Entertainment</p> <ul style="list-style-type: none"> ▪ Open with COVID Safe provisions in place. Indoor limit of 30,000. <p>Indoor Seated Entertainment</p> <ul style="list-style-type: none"> ▪ Open with COVID Safe provisions in place. No density quotient or capacity limit. <p>Outdoor Seated Entertainment</p> <ul style="list-style-type: none"> ▪ Open with COVID Safe provisions in place. No density quotient or capacity limit. <p>Outdoor Non-seated Entertainment</p> <ul style="list-style-type: none"> ▪ Open with COVID Safe provisions in place. No density quotient or capacity limit. ▪ Note: additional requirements apply for outdoor events where capacity is expected to exceed 30,000 (COVID Safe event plan must be published online) – contact OHS team for advice. <p>Food & Drink Facilities</p> <ul style="list-style-type: none"> ▪ Open with COVID Safe provisions in place. No density quotient or capacity limit. <p>Retail</p> <ul style="list-style-type: none"> ▪ Open with COVID Safe provisions in place. No density quotient or capacity limit <p>Check in Marshals</p> <ul style="list-style-type: none"> ▪ Check in Marshals are no longer required.
<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>	<p>General</p> <ul style="list-style-type: none"> ▪ Egress points have been managed to minimise the build up of people entering and exiting the workplace. ▪ Floor markers have been used where practical to provide minimum distance guides. ▪ Deliveries can continue as normal with COVID safe practices in place.

Requirements and recommendations	Action
<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 coronavirus.vic.gov.au</p>	<ul style="list-style-type: none"> ▪ Training for workers relating to physical distancing has been provided in the following ways: <ul style="list-style-type: none"> - Variety of guidance material on the COVID-19 tab of Musenet. - COVID specific inductions programs. - Ongoing communications. - Signage ▪ Employees should minimise carpooling where possible. <ul style="list-style-type: none"> - If traveling in a car with another person 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. <p>Further information can be obtained from: Managing coronavirus (COVID-19) exposure risks: Travelling in vehicles - WorkSafe</p>
<p>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.</p>	<ul style="list-style-type: none"> ▪ Staff are no longer required to work from home. Individual arrangements to transition back to work sites should be discussed with Direct Managers. ▪ There is no density quotient of for areas not accessible to the public.



2. Wear a face mask

Requirements and recommendations	Action
<p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> ▪ The wearing of face coverings is no longer required (subject to the following dot point). ▪ The wearing of masks is required within indoor settings for household contacts who leave quarantine. ▪ The wearing of masks is strongly recommended where physical distancing cannot be maintained. ▪ 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. ▪ N95 masks are available where required. ▪ Further information relating to face coverings is available via the link to the left.
<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"> ▪ Fit instructions for both surgical and N95 masks are available on the intranet in the form of videos, data sheets and other guidance.

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"> ▪ High touch interactives can be used subject to COVID safe practices and increased cleaning regimes. Continue to consider modifications such as the use of disposable loose objects, increasing cleaning of objects or redesign to minimise touch points. ▪ Hot desks can be used in line with COVID Safe practices: refer to Hot Desking Infographic on the COVID-19 tab of Museuent. ▪ Staff are encouraged to use their own cutlery and crockery. ▪ 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. ▪ Continue to minimise the sharing of tools, plant and equipment.
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> ▪ Cleaning logs are kept but are not displayed in shared spaces (no longer a requirement).
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> ▪ Soap and sanitiser are readily available for all workers and visitors. ▪ Signage is in place across the site encouraging hand washing and hygiene.

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"> ▪ All areas area cleaned at least daily.
<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"> ▪ 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.
<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"> ▪ 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: <ul style="list-style-type: none"> - The Pandemic Emergency Management Plan. - The Pandemic Working Group (when required 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. ▪ 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: <ul style="list-style-type: none"> - 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.DELETE ▪ 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: <ul style="list-style-type: none"> - Pandemic Working Group. - Business Continuity Response Team DELETE

Requirements and recommendations	Action
 <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 https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .</p>	<ul style="list-style-type: none"> ▪ The Services Victoria App is in use. DELETE



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"> ▪ Where practical, consider working outdoors if possible. ▪ The design of Melbourne Museum does not incorporate external windows. ▪ The air conditioning system is set to maintain airflow constantly. In addition: <ul style="list-style-type: none"> - The air conditioning system is regularly inspected and maintained. The system has a combination of pleat and HEPA filtration through all spaces. - Humidity of 50% +/- 10% maintained throughout building. - Temperature of 21C +/- 4c maintained throughout building. ▪ Workers are encouraged to open internal doors or use fans and blowers to increase air flow if necessary.

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

<p>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.</p>	<p>N/A</p>
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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"> ▪ There are currently no restrictions associated with staff and shift work.

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"> ▪ There are no restrictions associated with working across multiple sites.
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"> ▪ 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”. ▪ Whilst workplace bubbles are no longer a strict requirement staff are encouraged to maintain <i>bubble practices</i> wherever they are able to. The following should be considered when maintaining bubble practices: <ul style="list-style-type: none"> - Reduce unnecessary travel beyond your normal work environment. Reduce unnecessary physical interaction with other teams or departments. - Consider alternatives to physical interaction such as other means of communication (eg: phone, video conferencing, email etc). - Try to limit the use of lunchrooms and amenities to those closest to your usual work location. - Try to limit use of equipment (eg: printers, scanners, tools) to that located closest to their own work areas. ▪ A Workplace Bubble Infographic is available on the COVID-19 tab of Musenet.



7. Public events

The Public Events Framework has been superseded by changes to COVID Safe Settings. The requirements of the Public Events Framework are no longer applicable.

The following should be noted:

- All indoor and outdoor events with less than 30,000 fully vaccinated attendees may operate without special approval. Events must be conducted in line with the COVID Safe practices outlined in this plan.
- Where events incorporate a wedding the following applies:
 - obligations relating to mandatory vaccination do not apply in relation to an open premises being operated for the purposes of conducting a wedding if the operator does not permit the number of patrons at the whole of the premises to exceed 50 people or DQ4, whichever is less.
 - The people being married, the celebrant and a photographer are not included in this limit. DELETE
- Indoor dancefloors may now operate. DELETE
- Where there is doubt in relation to planning for or implementing a public event the OHS Team should be contacted for further advice.



8. Construction

There are no current COVID requirements specific to construction work. Please refer to the requirements outlined elsewhere in this plan.