

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

Your COVID-19 Safety Plan

Museums and galleries

Business details

| | |
|--|-----------------------------|
| Business name | Roxy Gallery Kyogle Council |
| Business location (town, suburb or postcode) | Kyogle |
| Completed by | Ruth Tsitimbini |
| Email address | [REDACTED] |
| Effective date | 15 January 2021 |
| Date completed | 22 January 2021 |

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Volunteers to phone in if unwell and cancel their shift

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

Volunteers orientated on COVID-19 safety measures. Sanitizer, gloves, mask and wipes provided.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

One staff member accountable to Kyogle Council has been informed of entitlements.

Display conditions of entry (website, social media, venue entry).

Signage at lift entries (ground & 1st floor)

Displayed at gallery front counter. QR code at entrance.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All entry to premises are recorded either by QR code or written collection of information. Written information is kept for 28 days.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

All events held in the gallery will come under this Covid Safety Plan

Physical Distancing

Capacity must not exceed one visitor per 4 square metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff).

Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Gallery Space able to cater for 45 visitors at any one time

Consider a time-based booking system for popular events or exhibits.

Gallery Opening Hours

Wednesday to Friday 10 am-3pm

& Saturday 10am to 2 pm Sunday 10 am - 2 pm

Exhibition openings limited by numbers and require RSVP booking.

Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors where crowding may occur.

Signs in place at entry, lift door, entry to gallery upstairs.

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as bars, toilets and entrance and exit points
- between seated groups
- between staff.

All physical distancing measured are monitored by volunteers so there is no queuing at entrance points. No seating in the gallery other than that of the volunteer seats.

Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.

Markers not required Signage in use.

Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate.

Markers not required Signage in use. Volunteers to monitor at all times.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Volunteers are limited to 1 person shifts so their office is not crowded.

Use telephone or video for essential meetings where practical.

NA

Where reasonably practical, stagger start times and breaks for staff members to

minimise the risk of close contact.

Volunteers shifts limited to one volunteer at a time, unless the volunteer is accompanied by a carer or member of family.

Review regular deliveries and request contactless delivery and invoicing where practical.

All deliveries of works to gallery are staggered and regular reviewing of pick up & drop offs of works managed by gallery director.

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

Main Street Entry. Flow of traffic allows for safe accesses to outside of premises.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

NA

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitizer at all entry points to premises and soap at all sinks .

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

Toilet facilities closed to general public. all supplied for volunteers to access when using toilets.

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.

Areas cleaned

Disinfectant solutions need to be maintained at an appropriate strength and used in

accordance with the manufacturers' instructions.

Roll of Council cleaner

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Roll of Council cleaner

Encourage contactless payment options.

ETPOS machine now in place. Gloves available for any handling of monies.

If interactive exhibitions are open, ensure supervision to ensure visitors apply hand sanitiser before and after use, and to clean the interactive components between use.

Volunteers over see this. Trend is to not exhibit these types of works.

Consider removing printed museum and gallery guides, and replacing with downloadable guides or audio guides where practical.

signs installed at all entry points.

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

Up stairs doors are opened throughout the day to allow for natural air to circulate through building.

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, visitors to ticketed exhibits and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within

4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

In place and abided by.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

In place and abided by.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Have done

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Maintain a constant review of updates through Service NSW website

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

Yes