**Lower Clarence Arts and Craft Association COVID-19 Safety Plan (2nd version)**

**In order to keep members and visitors safe at Ferry Park Gallery and help to slow the spread of COVIC-19, we have developed this plan. Please familiarise yourself with the following information.**

|  |  |
| --- | --- |
| **1. Wellbeing of members and visitors** | **Actions** |
| Exclude staff, volunteers and visitors who are unwell. | Stay home if you are sick, even if your symptoms are minor. Seek medical advice, if you have any of the COVID symptoms. We all have a duty to take care of our own health and safety and not adversely affect the health and safety of others.If, by chance, a case of COVID-19 is suspected in a member or a visitor, or thee is a confirmed case at the Gallery, the executive must be notified immediately. The executive would then would then seek advice from the relevant health authorities and proceed on advice. |
| Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.  | Safety posters are displayed around the Gallery to communicate physical distancing, hand hygiene and cough and sneeze behaviour. |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate.  | Not applicable |
| Display conditions of entry (website, social media, venue entry). | Visitors/customers are to be asked to complete a ‘visitors’ book’ entry, situated on the counter, with their name and a contact email or phone. We can only recommend that it be filled in. The information will be confidential and stored for 28 days, then destroyed. Visitors should be required to use their own pen or a freshly sanitised one.Gloves and masks are available for use by members if desired. |
| **Physical distancing** | **Actions** |
| Capacity must not exceed one person per 4 square metres.  | Signage displayed and members advised to monitor and make customers aware of the requirementThere are markers on the floor and signage to give clear guidelines for visitor movements and interactions with the members behind the desk. |
| Consider a time-based booking system.  | Not necessary |
| Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.  | Completed |
| Move or remove tables and seating as required to comply with 1.5 metres of physical distance.  | Completed |
| Tours should involve no more than 20 visitors per group. Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.  | not necessary. Tours are not conducted. |
| Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate.  | Completed |
| Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).  | Completed. Markers on the floor |
| Use telephone or video for essential meetings where practical.  | Small meetings comply with physical distances requirements. Larger meetings have been cancelled and replaced with email/newsletter updates. |
| Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.  | Only 2 members are rostered on at any one time and they do not take breaks at the same time. |
| Review regular deliveries and request contactless delivery and invoicing where practical. | Majority of deliveries are small and go to the PO mail box.Members accepting larger deliveries should ensure they do not breach the social distancing provisions. |
| Have strategies in place to manage gatherings that may occur immediately outside the premises. | Not necessary due to the volume of visitors. |
| Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue | not necessary. Majority of visitors use private vehicles. |
| **Hygiene and cleaning** | **Actions** |
| Adopt good hand hygiene practices.  | There will be a hand sanitiser station near the entrance for visitors/customers. In the office there will be a table with sanitiser and masks for the members’ use and gloves and disinfectant for cleaning purposes. Please use the sink in the office for all handwashing. The handwash will be there. |
| Ensure bathrooms are well stocked with hand soap and paper towels.  | Keeping the toilets clean and well stocked is the responsibility of Clarence Valley Council. Members are asked to advise a member of the Executive if the toilets are not well stocked with hand soap and paper towel. |
| Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.  | clean and disinfect surfaces that are high contact areas regularly, when on duty, especially the counter area, eftpos machine and cash register, office and kitchen surfaces. Refer to the cleaning schedule posted on the office door and counter. Wash your hands with soap and water after cleaning. |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.  | Use the disinfectant prepared in the spray bottle kept under the counter. Glen-20 spray to be used to clean fabric chairs. |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.  | Included in cleaning instructions |
| Encourage contactless payment options.  | Avoid handling cash or credit cards as much as possible. If you have to, especially when handling the float, make use of the available hand sanitiser |
| 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.  | Not applicable |
| Consider removing printed museum and gallery guides, and replacing with downloadable guides or audio guides.  | No guides are used |
| **Record Keeping** | **Actions** |
| Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.  | Visitors/customers are to be asked to complete a ‘visitors’ book’ entry, situated on the counter, with their name and a contact email or phone. We can only recommend that it be filled in. The information will be confidential and stored for 28 days, then destroyed. Visitors should be required to use their own pen or a freshly sanitised one. |
| Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.  | Members are encouraged to download the COVIDSafe app to assist in contact tracing. |
| 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. | Members are required to immediately contact a member of the Executive if NSW Health contacts the gallery in relation to a positive case of COVID-19. |