

# COVID Safe Plan

## Our COVID Safe Plan – SOVEREIGN HILL MUSEUMS ASSOCIATION

|                       |                                    |
|-----------------------|------------------------------------|
| Business name:        | Sovereign Hill Museums Association |
| Site location:        | Ballarat (Bradshaw St Precinct)    |
| Contact person:       | Sara Quon                          |
| Contact person phone: | 0405 406 294                       |
| Date prepared:        | 24 December 2021                   |

| Guidance  | Action to mitigate the introduction and spread of COVID-19   |
|---|--|
| <b>Vaccinations</b>   |  |
| <p>The Victorian Chief Health Officer COVID -19 Vaccination Directions have mandated COVID-19 vaccinations for business with exceptions for school organised camps and excursions</p> | <p><i>As an outdoor entertainment facility, Sovereign Hill Museums Association (SHMA) has a compliance obligation under the Victorian Government mandatory vaccination directions to ensure unvaccinated persons 12 years 2 months old and over, do not enter the business premises.</i></p> <p><i>Any person who is not vaccinated will not be permitted to enter our premises. For the purposes of this document people with a valid medical exemption or those under the age required to be vaccinated, will be considered vaccinated.</i></p> <p><i>The vaccination status of visitors over the age of 18 years old will be checked when entering our Outdoor Museum, AURA or Narmbool. Visitors without evidence of vaccination or a medical exemption from a medical practitioner will not be permitted onto our premises.</i></p> <p><i>All visitors and workers are required to sign in using the Vic Services QR code and show proof of vaccination.</i></p> <p><u><i>Excursions and School Events</i></u><br/> <i>School students attending camps, excursions, and other school organised activities at SHMA, are not required to show proof of vaccination.</i></p> |
| <p>Workers including staff, volunteers and contractors must be fully COVID 19 Vaccinated</p>  | <p><i>The SHMA Mandatory Vaccination Policy and Procedure state that all persons working at any of our premises (whether paid or volunteer) will be required to be fully and provide evidence of their vaccination to their manager/liaison person. Records of staff and volunteer vaccination status is maintained by the People and Performance department.</i></p> <p><i>Any staff or volunteer that has not been vaccinated will not be permitted onto our premises. These guidelines also apply to contractors.</i></p>   |

| Guidance  | Action to mitigate the introduction and spread of COVID-19  |
|---|---|
| <b>Hygiene</b>  |   |
| <p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for workers.</p> | <p><i>Hand sanitiser is in place for all areas of the workplace on entry and throughout the operable parts of the site. It is monitored and topped up daily.</i></p> <p><i>Hand soap and paper towel supplies are reviewed by our cleaning contractor as part of their contract and topped up to ensure adequate supply.</i></p> <p><i>Signs on how to wash hands are displayed in bathrooms.</i></p> |

| Guidance   | Action to mitigate the introduction and spread of COVID-19  |
|--|---|
| <p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>  | <p><i>All HVAC systems capable of increased external air flow have been configured to maximise air flow. Staff have been advised to open windows where possible.</i></p>  |
| <p>Face Masks - In areas or workplaces where it is required, ensure visitors and workers wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to visitors and workers that do not have their own.</p> | <p><i>Workers with exceptions that are allowable under government regulation require Executive sign off in writing. A risk assessment is undertaken and an individual work plan created for each individual worker unable to wear a face mask. The work plan ensures physical distancing and safety controls are put in place for them to work safely and for the safety of visitors and other workers.</i></p> <p><i>Visitors arriving at Sovereign Hill are expected to carry and wear a face mask in all indoor areas. Visitors will not be permitted entry without a face mask unless they have a lawful excuse for not wearing one.</i></p> <p><i>The current Government restrictions as of 11.59pm Thursday 23 December 2022 require that masks will return at indoor public settings for people aged over 8</i></p> <p><i>To remove ambiguity around the spaces within the Museum where masks are required, signage will be prominently displayed and visible. Visitors and staff will be required to wear masks in all indoor areas. This includes retail, front entrance and mine tours. This requirement also applies to workers in our restaurants, cafes and bar.</i></p> <p><i>For back of house areas such as administration office, masks must be worn in doors when spaces consists of more than one person. This includes n transitory areas and common use areas such as kitchen, toilets and open plan and shared offices.</i></p> |
| <p>Provide training to workers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>  | <p><i>COVID-19 OHS Training has been provided to workers.</i></p> <p><i>Managers and Executive workers provide oversight.</i></p> <p><i>Regular communication provides information to all workers, reminding them of the requirements and directs them to government websites.</i></p>  |
| <p>Replace high-touch communal items with alternatives.</p>  | <p><i>High touch communal items have been addressed through:</i></p> <ul style="list-style-type: none"> <li><i>• as much as reasonably practicable items will not be shared</i></li> <li><i>• workers will use individual tools, issued with individual equipment where possible identified with their name or cleaning in between use</i></li> <li><i>• daily cleaning of office spaces, toilets and lunch rooms that are being used with appropriate approved cleaning products by workers</i></li> <li><i>• daily professional cleaning service of toilets</i></li> <li><i>• hand sanitisation on arrival to site for workers and visitors and on entry points to buildings, and in common areas including eating areas and bathrooms</i></li> </ul> <p><i>Workers, volunteers and contractors sanitise hands before and after sign in procedure. Sign in procedure includes checking in on the Vic Govt. QR code for contact tracing.</i></p>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
|--|--|
| <b>Cleaning</b>  |  |
| Increase environmental cleaning (including between changes of workers), ensure high touch surfaces are cleaned and disinfected regularly | <p><i>Cleaning has been increased in frequency and intensity.</i></p> <p><i>All shared high touch places are cleaned and disinfected at least once a day. Chlorine or alcohol based cleaning product is used and workers have access to Safety Data Sheets relating to the products.</i></p> <p><i>Workers working in area to do regular cleaning of touch points.</i></p> <p><i>Areas not being used on a regular basis will be closed, locked &amp; signed as no access except for exceptional reasons approved by executive.</i></p> <p><i>Under the new Government guidelines that take effect 15 December, 2021 workplaces are no longer required to deep clean in the event of an exposed positive COVID-19. However Sovereign Hill will maintain the daily frequency and intensity of cleaning and may at its discretion undertake deep cleaning.</i></p> |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant.   | <p><i>Sanitisation stations have been installed at all entry and exit areas, bathrooms, kitchens and other workers comfort areas. Disinfectant for topping up stations is stored in multiple locations in easy access for workers and is monitored by staff.</i></p> <p><i>Chlorine or alcohol based products will be used for cleaning. Supplies are monitored by SH store workers and restocked as needed.</i></p> <p><i>Soap is provided in bathrooms and monitored by cleaning workers daily.</i></p>  |

| Guidance   | Action to mitigate the introduction and spread of COVID-19  |
|--|---|
| <b>Physical distancing and limiting workplace attendance</b>   |   |
| Establish a system that ensures workers are not working across multiple settings/work sites.   | <p><i>The majority of workers are single site based. If they are required to work across various SHMA site they will check in to the Vic Services QR code for each location.</i></p> <p><i>Workers and contractors that work across multiple sites (employed at other locations not managed by Sovereign Hill) have been asked to declare to their manager.</i></p>   |
| Establish a system to screen workers and patrons before accessing the workplace. Employers cannot require workers to work when unwell. | <p><i>All workers have been directed to not attend the workplace if they are unwell and must inform their Manager immediately if they have COVID symptoms, have been in contact with a confirmed case of COVID -19; or are isolating.</i></p> <p><i>If workers have COVID-19 symptoms, they will be instructed to put on a face mask and isolate until they can return home. They will be advised to seek medical advice and to be tested.</i></p> <p><i>Workers who have tested positive to COVID-19 must notify their manager immediately and not attend site. Internal contact tracing and notification to WorkSafe and DHHS will be done promptly.</i></p> <p><i>Workers must provide evidence of a negative PCR test before returning to work.</i></p> |
| Minimise the build-up of workers waiting to enter and exit the workplace.  | <p><i>Multiple entry and exit points are in use.</i></p> <p><i>All workers to any of Sovereign Hill's premises must sign in using the Vic Government QR code.</i></p> <p><i>Sign in process is quick with minimal touch points. Workers must sanitize hands before signing in and must wait to prevent queues.</i></p> <p><i>Some workers are able to stagger arrival time and maintain distance on arrival, with minimal workers aggregating in any one place.</i></p>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
|--|--|
|  | <p><i>Fast track/ priority check in ques will be available to visitors with preloaded COVID 19 vaccination certificates on their Services Victoria app. All visitors continue check-in using the Vic Government QR code.</i></p>   |
| <p><b>Provide training to workers on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>           | <p><i>COVID-19 OHS training has been completed by workers.</i></p> <p><i>An OHS site induction has been completed and includes COVID-19 safety.</i></p> <p><i>Workers are regularly reminded of safe work practices for the locations they work. Managers regularly perform checks to ensure practices are followed.</i></p> <p><i>COVID Marshals are on site when the museum is open. Their role is to monitor that all safety control measures within the plans are implemented and to provide COVID advice to workers and visitors.</i></p> <p><i>Staff are encouraged to take their breaks outdoors whenever possible and to not congregate/socialise. Most staff break times are rostered and break times are spaced to prevent large groups. Common areas are cleaned regularly.</i></p> |
| <p><b>Review delivery protocols to limit contact between delivery drivers and workers.</b></p>   | <p><i>All delivery drivers coming to site must maintain physical distancing at all times. Where possible items are dropped off outside to avoid the need to enter buildings.</i></p> <p><i>Wherever possible, deliveries are made when the Museum is closed to Visitors.</i></p> <p><i>All contractors are required to sign in using the Vic Govt. QR code for contract tracing,</i></p>   |
| <p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>                    | <p><i>Most workers have returned to site based on the current Vic Govt. COVID-19 restrictions.</i></p> <p><i>Executive management have identified the minimum number of workers/positions required to safely open the museum to visitors, and some other workers will remain working from home. This will be continually monitored and adapted as necessary.</i></p> <p><i>Staggered start, meal break and finish times have been implemented where possible in rosters.</i></p> <p><i>Workers are encouraged to take breaks outdoors if weather permits and to avoid mixing with other workgroups as much as possible.</i></p>  |
| <p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies COVID Safe Practices.</b></p> | <p><i>All visitors receive a “welcome pack” that includes a COVID-19 safety guide. Terms and conditions of entry have been updated to require all visitors to adhere to COVID-19 safety requirements and follow directions of staff.</i></p>   |

| Guidance       | Action to ensure effective record keeping |
|----------------|---|
| Record keeping |   |

| Guidance  | Action to ensure effective record keeping  |
|---|--|
| Establish a process to record the attendance of workers, customers, clients, patrons and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts. | <p>All workers and visitors to any of Sovereign Hill's premises must sign in using the Vic Government QR code and include their full name and contact phone number.</p> <p>Contact details of all visitors are captured during online booking. All bookings must be made on line. Visitors must use the Vic Govt. QR code for contract tracing displayed in the entrance.</p> <p>Records are only to be used for tracing COVID-19 infections, and will be stored confidentially and securely as per the Sovereign Hill Confidentiality Policy.</p> |
| Provide guidance to workers on the effective use of the workplace OHS reporting system (where available).   | <p>All workers receive training on the workplace incident reporting systems during Incident and Emergency Management OHS training sessions which are mandatory for all workers</p> <p>The SHMA COVID -19 Procedure that includes the COVID reporting process has been developed and sent to all workers.</p>   |

| Guidance  | Action to prepare for your response  |
|---|--|
| <b>Preparing your response to a suspected or confirmed COVID-19 case</b>  |  |
| Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.                              | <p>Business continuity planning includes preparation of absenteeism of workers required to quarantine or isolate, how to communicate with workers, visitors, customers, contractors, suppliers and stakeholders in the event of a positive case.</p> <p>Plans are in place in the event of a closure of the workplace.</p>   |
| Prepare to identify close contacts and providing workers and patron records to support contact tracing.   | <p>All workers and visitors check in on the Vic Govt. QR code.</p> <p>The SHMA COVID -19 procedure has been developed to inform how contact tracing, reporting, record gathering and notification of positive confirmed cases for WorkSafe and DHHS including who is responsible for the action.</p>   |
| Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises. | <p>The SHMA COVID -19 procedure includes a risk assessment to be done promptly to identify the cleaning requirements and if part or full closure of the museum is required.</p> <p>Workers are required to notify us of a positive test result. We would then interview the worker and eliminate sites not accessed in the previous infections period and institute a clean of the exposure sites. All workers directed to remain at home until the site is cleaned.</p> <p>Visitors will be informed of the contact tracing via DHHS. DHHS will notify individuals if there is a confirmed positive person who have visited Sovereign Hill by contact tracing. Sovereign Hill will provide assistance with the contact tracing process.</p>   |
| Prepare for how you will manage a suspected or confirmed case in a worker during work hours.  | <p>Existing OHS Incident Report methodology will be used for all reporting requirements.</p> <p>People and Performance will be notified and immediately alert CEO and Executive Team member who has management responsibility for the individual. They will ensure that the worker or patron is supported to travel home immediately or to isolate at work until this can happen. The worker or patron (and their group if applicable) must wear a mask and be physically distancing from all other persons. They will be advised to undergo a COVID-19 test and self-quarantine.</p> <p>Human Recourses Advisor and the Head of OHS will assist DHHS to manage contact tracing information gathering.</p> <p>When the Museum is open all visitors must use the Vic Govt. QR code to sign in before entering any of Sovereign Hill's premises.</p> |
| Prepare to notify workers and site patrons (including close contacts)   | <p>Remote access to employee contact details will enable notification and close contact tracing safely and promptly.</p>   |

| Guidance   | Action to prepare for your response  |
|--|--|
| <p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p> | <p><i>Head of OHS notifies WorkSafe. The Chief People Officer is back up reporter in absence of the Head of OHS.</i></p> <p><i>Existing OHS Incident Report procedure will be used for all reporting requirements to WorkSafe and the Executive Management.</i></p> <p><i>Online reporting requirements to be met when reporting to Worksafe &amp; DHHS.</i></p>                     |
| <p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>                    | <p><i>Reopening procedures are in place.</i></p> <p><i>Communication database held off site to enable notification.</i></p> <p><i>Existing OHS Incident Report procedure will be used for all reporting requirements to WorkSafe, Health and Safety Representatives and the Executive Management. Notification of re-opening to WorkSafe will be managed by the Head of OHS.</i></p> |

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.



Signed

Name Sara Quon - CEO,  
The Sovereign Hill Museums Association Ltd  
Date 24/12/2021