

CovidSafePlan

Our COVID Safe Plan – RE-OPENING OUTDOOR MUSEUM

Business name: Sovereign Hill Museums Association _____

Site location: Ballarat (Bradshaw St Precinct – Outdoor Museum, Aura Set and Gold Museum including Horse Paddocks)

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<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>
<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>In areas or workplaces where it is required, ensure all workers wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to workers that do not have their own.</p>	<p><i>Face masks are mandatory on site. SH has a Face Mask Guideline on face masks and associated training/checklist.</i></p> <p><i>Exceptions that are allowable under government regulation require Executive sign off in writing. A risk assessment will be done with each individual worker unable to wear face masks to enable an individual work plan for that worker to be developed to ensure 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>Additional spot-auditing of correct usage has also been implemented. A COVID response officer is rostered each day the museum is open to monitor COVID safety control measures implemented including the wearing of face coverings.</i></p> <p><i>Patrons arriving at Sovereign Hill will not be permitted entry without a face covering unless they have a lawful exception. Face Mask Guidelines have been developed in relation to this for staff reference. The Entrance Manager will assess all visitors who claim to have a legal exemption to wearing masks on a case by case basis, if they cannot provide an adequate reason, they will be unable to enter the Museum.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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 Training (Deakin Co.) has been provided to all workers. A presentation on hand & cough hygiene, how to wash and sanitize their hands and how to use PPE (face coverings) & the importance of not attending work if unwell has been sent to all workers, contractors and volunteers. The OHS Manager is implementing a plan to ensure all staff have training on each element prior to workers re-commencing work. Records of attendance will be kept.</i></p> <p><i>COVID Response Officer, Managers and Executive workers provide oversight.</i></p> <p><i>Weekly communication provides information to all workers to remind them of 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"> • <i>as much as reasonably practicable items will not be shared</i> • <i>workers will use individual tools, issued with individual equipment where possible identified with their name or cleaning in between use</i> • <i>twice daily cleaning of office spaces, toilets and lunch rooms that are being used with appropriate approved cleaning products by workers and a cleaning log kept</i> • <i>twice daily professional cleaning service</i> • <i>hand sanitisation on arrival to site for workers and patrons and on entry points to buildings, and in common areas including eating areas and bathrooms</i> • <i>workers, volunteers and contractors use touchless scan on to log in and sanitise hands before and after sign in procedure which includes declaration that they are free of COVID-19 symptoms, have not been in contact with a confirmed case of COVID -19, have not been asked to isolate. Their temperature is taken and must be below 37.4 degrees.</i> • <i>retail eating outlets have single serve sachets of condiments</i>

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Cleaning	
<p>Increase environmental cleaning (including between changes of workers), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<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 twice a day. Chlorine or alcohol based cleaning product is used and workers have access to Safety Data Sheets relating to the products. Cleaning requirements for each location is listed on the Area Specific COVID Safety Plans.</i></p> <p><i>Workers have been allocated work comfort areas (kitchen, bathrooms, etc.) to reduce shared load on facilities.</i></p> <p><i>COVID infection control trained contract cleaners perform basic cleaning twice weekly.</i></p> <p><i>Workers working in area to do twice daily cleaning of touch points as per the site cleaning plan. Cleaning recorded on a log.</i></p> <p><i>Areas not being used on a regular basis will be closed, locked & signed as no access except for exceptional reasons approved by executive</i></p>

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<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<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 senior operations Managers and COVID Response Officer.</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>

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<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all workers that can and/or must work from home, do work from home.</p>	<p><i>All workers are required to work from home unless their work cannot be completed from home. Exceptions are only allowed with approval from a member of the executive team.</i></p> <p><i>All work has been reviewed to ensure that minimal attendance at site is required.</i></p> <p><i>Executive management have identified the minimum number of workers/positions required to safely open the museum to patrons and all other workers will remain working from home. This will be continually monitored and adapted as necessary.</i></p>
<p>Establish a system that ensures workers members are not working across multiple settings/work sites.</p>	<p><i>The majority of workers are single site based workers. Safe Work Method Statements are used to train all workers on all sites they access.</i></p> <p><i>Workers are not allowed to work across multiple sites unless with an executive approval. Teams have been broken into site-based work groups (bubbles) to minimise the risk of cross-site contamination.</i></p> <p><i>Where possible workers rosters will create work group bubbles to minimise the number of other workers each person has contact with.</i></p> <p><i>When the Museum is closed teams working at multiple sites must not interact with others, work logs are done daily to note any other workers they may have casual contact (<15 mins) with.</i></p> <p><i>Workers & contractors that work across multiple sites (employed at other locations not managed by Sovereign Hill or to a higher restricted zone e.g. Melbourne) have been asked to declare to their manager. People and Performance procedure will determine if the worker is permitted to work on site or is offered alternate duties.</i></p>
<p>Establish a system to screen workers and patrons before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>All workers have been directed to not attend the workplace if they are unwell.</i></p> <p><i>They must declare on arriving at the site that they are free of COVID symptoms; have not been in contact with a confirmed case of COVID -19; and have not been directed to isolate.</i></p> <p><i>All workers are temperature checked on arrival at the worksite. A person presenting to sign in point with symptoms or with high temperature will be isolated 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 & DHHS will be done promptly.</i></p> <p><i>Managers will be stationed at major points of entry to the site during key staff arrival periods during museum opening periods, to ensure staff arriving are able to follow appropriate protocols at all times, including maintaining social distance and appropriate checking and hygiene on arrival.</i></p>

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<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p><i>All exhibit, outdoor and indoor spaces have been assessed for appropriate capacity to ensure all patrons and workers have 4 m square each and are able to maintain 1.5m distance at all times.</i></p> <p><i>Signs on entry points display the density quotient for the indoor space and this is monitored by workers working in the space and the COVID Response Officer.</i></p> <p><i>Group gatherings will be limited to the Government restriction levels. Barriers & queue places will be in place to keep physical distancing. Screens are in place at retail transaction locations.</i></p> <p><i>Furniture in common areas such as the staff cottage, & eating area has been rearranged to maintain physical distancing and to prevent patrons and workers facing each other.</i></p> <p><i>Workers have been informed that they must not have close contact with patrons and are to maintain 1.5m distance.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of workers.</p>	<p><i>All workspaces have been reviewed and allocated a capacity based on size, allowing 4 square meters per person. Workgroups have been assessed to ensure work teams remain of an appropriate size to avoid congregation.</i></p> <p><i>Distance markers and queue markings have been installed to inform patrons of the physical distancing requirements. Where physical distancing cannot be maintained the area/building is closed to patrons.</i></p> <p><i>Workers and the COVID Response Office monitor any gathering of patrons developing and re-instate physical distancing promptly.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>No communal workstation areas are in use during this time. The Bright View open plan office is used by one worker at time, individual offices are used if required to ensure physical distancing and are not working face to face. Other workspaces shared by workers such as ticket booths, service counters etc. will be cleaned between each user.</i></p>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p><i>Multiple entry and exit points are in use.</i></p> <p><i>Sign in process is quick with minimal touch points. Workers must sanitize hands before signing in on iPads and must wait to prevent queues. A senior manager is rostered to monitor entry of workers and to conduct temperature testing.</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> <p><i>A manager will be present during key staff arrival periods when the Museum is open to ensure safe entry protocols are followed, ensuring physical distancing, check in and hygiene practices.</i></p>
<p>Provide training to workers on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Covid Safe training, Deakin University, has been completed by all workers working. New site induction has been completed and includes Covid safety measures.</i></p> <p><i>Workers are regularly reminded of safe work practices and have signed an Area Specific COVID Safety Plan for the locations they working on site or a SWMS for the task they do on site. Managers regularly perform Job Safety Inspections to ensure practices are followed.</i></p> <p><i>COVID Safety Officer is rostered on days when the museum is open. Their role to is monitor that all safety control measures within the plans are implemented and to provide COVID advice to workers and patrons.</i></p> <p><i>Work breaks taken in common areas are limited to the Density Quotient for that space and the area is cleaned regularly. 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.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<i>Staff Reopening OHS Training done by all staff and volunteers will provide an outline of this expectation.</i>
Review delivery protocols to limit contact between delivery drivers and workers.	<p><i>All delivery drivers coming to site must wear a face mask and maintain physical distancing at all times. Where possible items are dropped off outside to avoid the need to enter buildings.</i></p> <p><i>All contractors are recorded for contract tracing, wear a mask at all times, and sanitise their hands ahead of entry to the site.</i></p> <p><i>Physical distance is maintained at all times.</i></p>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<p><i>Site workers load has been reduced with work from home.</i></p> <p><i>Workers in maintenance area are being spread across site and largely working outside.</i></p> <p><i>Critical tasks are undertaken under a revised work schedule to minimise site access by workers.</i></p> <p><i>Executive management have identified the minimum number of workers/positions required to safely open the museum to patrons and all 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>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	<p><i>Capacity (density quotient) signage has been installed outside the entrance to the museum and at the entry point to all buildings to clearly inform patrons and workers the maximum occupancy of the area.</i></p> <p><i>Information about density quotient and museum maximum capacity is on the Sovereign Hill website to inform patrons before they arrive on site and all visitors receive a "welcome pack" that includes a COVID safety guide. Terms and conditions of entry have been updated to require all visitors to adhere to COVID safety requirements and follow directions of staff.</i></p>


Guidance	Action to ensure effective record keeping
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><i>All workers are required to sign in on arrival and sign out on exit through an electronic system that captures name, date, times and role. A register of attendance on site (Site Activity Report) is automatically sent to the Chief Warden and OHS Manager.</i></p> <p><i>Whilst at work, workers will complete a daily work log that identifies other staff they have been in contact with during the day in 15 minute intervals. Workers will note on the log if they have worked across multiple sites (where this is unavoidable).</i></p> <p><i>Contact details of all patrons are captured during online booking. All bookings must be made on line.</i></p> <p><i>Records are only to be used for tracing COVID-19 infections, and will be stored confidentially and securely as per the Sovereign Hill Privacy Policy. Information on our record keeping will be made available to patrons on our website.</i></p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to workers on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>All workers receive training on the workplace incident reporting systems, including the use of Job Safety Inspection protocols to provide oversight and ensure COVID Safety Plans & Safe Work Method Statements are being adhered to.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Business continuity planning includes preparation of absenteeism of workers required to quarantine or isolate, how to communicate with workers, patrons, customers, contractors, suppliers and stakeholders in the event of a positive case.</i></p> <p><i>Media statements developed to communicate to the public.</i></p> <p><i>Remote work is in place for all workers possible.</i></p>
<p>Prepare to identify close contacts and providing workers and patron records to support contact tracing.</p>	<p><i>Workers and patron records are maintained for every day and are able to be supplied electronically with rapid turnaround.</i></p> <p><i>Close contact tracing preparation – log of workers locations on site and duration is being maintained electronically for provision for contact tracing</i></p> <p><i>An OHS Guideline – Reporting and Response for COVID -19 has been developed to inform how contact tracing, reporting, record gathering & notification of positive confirmed cases for WorkSafe & DHHS including who is responsible for the action.</i></p>
<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>	<p><i>The OHS Guideline – Reporting and Response for COVID -19 includes a risk assessment to be done promptly to identify the deep cleaning requirements and if part or full closure of the museum is required. It also includes the need to vacate the premise if three or more suspected cases in a five-day period is identified.</i></p> <p><i>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 two weeks and institute full deep clean of the remaining site. All workers directed to remain at home until the site is cleaned.</i></p> <p><i>Visitors will be informed of the contact tracing via the DHHS. The 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.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p><i>Existing OHS Incident Report methodology will be used for all reporting requirements.</i></p> <p><i>OHS Manager and Head of 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.</i></p> <p><i>OHS Manager will manage contact tracing information gathering.</i></p> <p><i>When the Museum is closed workers are directed to complete a work log each day on site, with timed record of location/work site for each 15min increment, noting who else was present for greater than two hours, lodged on exit at the end of each work day. Manager oversight to ensure records are completed.</i></p>

Guidance	Action to prepare for your response
	<i>When the Museum is open the contact details of all people on site is gathered by online bookings for visitors or a sign in procedure for staff, volunteers and contractors to enable prompt contact tracing.</i>
Prepare to notify workers and site patrons (including close contacts)	<p><i>Electronic workers database is accessible while offsite. Contact details will enable notification and close contact tracing remotely.</i></p> <p><i>Logs of workers locations of work are stored electronically and able to be accessed by multiple managers to facilitate speed of contact tracing and close contact notification.</i></p>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<p><i>OHS Manager is briefed on requirement to notify WorkSafe. Chief Warden and Deputy Warden are back up reporters in absence of OHS Manager.</i></p> <p><i>The OHS Guideline – Reporting and Response for COVID -19 includes a notification form for the DHHS and an action plan to be promptly implemented.</i></p> <p><i>Existing OHS Incident Report methodology will be used for all reporting requirements to WorkSafe and the Executive Management.</i></p>
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	<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 methodology 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 OHS Manager.</i></p>

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

Signed 

Name Katrina Nitschke A/CEO, Sovereign Hill Museums Association

Date 14/10/2020