

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

Your COVID-19 Safety Plan

Information and education facilities

Business details

Business name	Tamworth Regional Gallery
Business location (town, suburb or postcode)	Floor 1, 466 Peel Street Tamworth NSW 2340
Select your business type	
Museums and galleries	
Completed by	Eloise Newall
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Effective date	11 October 2021
Date completed	7 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Signage on front doors advising unwell people to get tested and stay home. This

messaging is clearly communicated to staff and volunteers as well.

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

Agree

Yes

Tell us how you will do this

COVID Safety resources made available to staff and volunteers.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Signage clearly displayed.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers and visitors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

All staff are fully vaccinated and volunteers will be expected to follow rules and will be excluded from volunteering until 1st December if they are unvaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: Capacity at a zoo or aquarium must not exceed the lesser of 1 person per 4 square metres in the premises, or 5000 persons.

Agree

Yes

Tell us how you will do this

Gallery will operate at one person per 4 square meters and attendance is closely monitored by staff onsite.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Entries and exits clear so that congestion does not occur, Gallery is a large open space so there is ample room for social distancing between guests and staff.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Entry and exit are clear with ample space for physical distancing.

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

Agree

Yes

Tell us how you will do this

Building foyer and entrance are closely monitored by staff and groups of people will be asked to disperse. Police will be called to gatherings if necessary.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Gallery is a very large open space with ample ventilation.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable.

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

Agree

Yes

Tell us how you will do this

Automatic doors create airflow through space.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Air conditioning runs 24 hours per day and is closely monitored by staff and contractors.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Air conditioning specialists closely monitor Gallery air conditioning and service regularly.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Ventilation and air quality are existing priorities in our building.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Staff to monitor. Disposable face masks are available free of charge.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitising station is located at front doors, plus ample sanitiser available throughout building for volunteers, staff and guests.

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

Agree

Yes

Tell us how you will do this

Cleaning contractors keep soap and paper towels well stocked as part of their contracts.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Cleaning staff employed for extra shifts to sanitise touch points throughout the day as an addition to their regular daily cleaning.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers and visitors.

Agree

Yes

Tell us how you will do this

QR Code system is in place.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes

should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Staff and volunteers at reception desk request visual proof of check in from all patrons. Extra staff have been employed so that this can be achieved effectively each day.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Manual hand written sign in sheet is available for people who cannot check in. These are scanned and saved daily to the Tamworth Regional Council digital record keeping system. Hard copies are kept onsite in a locked cabinet for 28 days.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Library is located downstairs with their own separate check in and QR code. Patrons are advised that they are required to check in to both facilities if visiting both.

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

Yes