





# Information and education facilities | COVID-19 Safety Plan

Safety Plan for libraries, museums, galleries, zoos, reptile parks and aquariums.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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Effective 24 December 2021

## Business details

### Business name

Tamworth Regional Gallery

### Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Floor 1, 466 Peel Street Tamworth NSW 2340

### Select your business type

Museums and galleries

## Wellbeing of staff and customers



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

**Explain how you will do this**

Staff, volunteers and public are instructed to stay home and get tested if feeling unwell. This is communicated to staff and volunteers via management, and signage is displayed to communicate this expectation to public.

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

**Explain how you will do this**

Staff and volunteers can be tested by Tamworth Regional Council's testing contractor. Staff and volunteers have been trained on appropriate COVID 19 safety conduct.

**Display conditions of entry such as requirement to stay away if unwell.**

**Explain how you will do this**

Signage is displayed including mask wearing, QR check in requirement, room capacity, physical distancing and stay home if unwell.

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**Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.**

**Explain how you will do this**

All Tamworth Regional Council staff and volunteers are required to be fully vaccinated in order to work onsite.

**Physical distancing**



**Support 1.5m physical distancing where possible, including:**

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

**Explain how you will do this**

Signage is displayed communicating physical distancing rules. Furniture has been rearranged to comply with physical distancing.

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**Avoid congestion of people in specific areas where possible.**

**Explain how you will do this**

Multiple check-in points are available to use so that congestion at entrance does not occur. Reception desk is surrounded by lots of space and is located away from entry and exit point.

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

**Explain how you will do this**

Staff have good visuals of premises and can direct crowds away from building 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> (<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.

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**Explain how you will do this**

Gallery is a large, well-ventilated space with constantly monitored air conditioning.

**Use outdoor settings wherever possible.**

**Explain how you will do this**

Outdoor workshops carried out where necessary in place of indoor events.

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

**Explain how you will do this**

Gallery doors are automatic and provide ample air flow.

**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).**

**Explain how you will do this**

Air conditioning is maintained and operated at optimal setting at all times.

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

**Explain how you will do this**

Cleaned, changed and monitored constantly by contractors and staff.

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

**Explain how you will do this**

Air conditioning and quality is maintained at high level industry standard at all times.

## Hygiene and cleaning



**Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.**

### Explain how you will do this

Signage indicates mask wearing is mandatory, staff can ask non-compliant visitors to leave.

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

### Explain how you will do this



Hand sanitizer available at multiple points around building.

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

**Explain how you will do this**

Re-stocking undertaken by cleaning staff daily.

**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.**

**Explain how you will do this**

Staff and cleaning contractors clean high touch points multiple times throughout day.

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## Record keeping



Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.


### Explain how you will do this

QR code must be used by staff, visitors and volunteers upon entry to facility.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

### Explain how you will do this

In the event that a staff member tests positive to COVID 19, they are to report immediately to manager, who will be responsible for reporting to Risk department and SafeWork NSW. Facility will be closed to the public while close contacts are tested.

**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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>  (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.**

**Explain how you will do this**

Tamworth Regional Gallery will comply with orders from NSW Health and notify SafeWork NSW in the event of positive COVID result amongst staff or volunteers.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 15 December 2021