

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



Your COVID-19 Safety Plan

Information and education facilities

Business details

Business name	Penrith Regional Gallery - Home of the Lewers Bequest
Business location (town, suburb or postcode)	86 River Road, Emu Plains, NSW 2750
Select your business type	
Museums and galleries	
Completed by	David Garner
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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

All visitors to adhere to Conditions of Entry displayed on posters throughout the site.
Staff asked to leave if they present as unwell.

Visiting contractors and artists, as per agreement clauses, asked to leave and relevant testing of exposed people as per Public Health Orders.

Patrons and students to be asked to leave if present unwell and to be reminded of the health requirements at time of booking

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

New staff and volunteer inductions to include relevant COVID-19 information. Relevant training provided for staff as required.

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

Conditions of Entry are displayed at all staff and public entrances

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

Entry to the site is only available to fully vaccinated staff, contractors, artists and visitors as a condition of entry. Conditions of entry displayed on posters, web material and by staff.

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

Capacities are displayed with posters to each venue and studio.
Capacities discussed with hirers as a part of standard event negotiations and included in agreement clauses.

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

Staff to ensure, where practicable, distancing at:

- points of gathering for lining up
- entering and exiting galleries and studios

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Staff to monitor common public areas for the distancing of parents/carers waiting for lessons to finish. Staff to monitor congestion in galleries and in lining up at gallery entrances and shop.

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

Agree

Yes

Tell us how you will do this

As above and staff to monitor areas immediately adjacent entrances/exits.

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

Continued regular maintenance of the HVAC system.
Continued training on HVAC system control when required.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Education staff to determine on a case by cases basis if outdoor lessons are appropriate.

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

Agree

Yes

Tell us how you will do this

Venue staff to ensure appropriate ventilation given numbers of staff onsite.

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

Venue staff to ensure the HVAC system is operating as efficiently as possible.

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

As per service agreements.

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

Venue Manager to liaise with Penrith City Council for most recent advice bi-monthly

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 reminded through organisation-wide communications and Venue Manager.

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

Agree

Yes

Tell us how you will do this

Completed. Ensure replenishment through cleaning staff.

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

Agree

Yes

Tell us how you will do this

Completed and ongoing through cleaning and venue staff.

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

Ongoing from previous Safety Plan. Cleaning staff to continue best practice.

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

Implemented and ongoing.

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

Where practicable, venue staff to confirm the use of QR system. QR codes in place.

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

Implemented and ongoing.

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

Implemented one entrance to site.

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

Yes