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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| ① | **Keep your business COVID Safe** | ⌄ |

Under WHS law, all employers or businesses are required to assess and manage the risk of COVID-19 to workers and others in the work environment.

To understand the risks to workers and other persons, employers must consider the risks associated with COVID-19 in the context of their workplace, including the physical layout, the work carried out at the workplace and interactions between workers and other persons who attend the workplace.

Employers are then required to implement reasonably practicable control measures to manage the risks of COVID-19 specific to their workplace (this may include a vaccination requirement for workers). Visit **SafeWork NSW** ↗ **(https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus)** for more information.

Employers and businesses must also ensure they comply with any mandatory requirements under **NSW public health orders (/covid-19/stay-safe/rules)**.

| ② | **Developing your COVID-19 Safety Plan** | ⌄ |

| ③ | **How to complete the COVID-19 Safety Plan** | ⌄ |

| ④ | **Keep your COVID-19 Safety Plan up to date** | ⌄ |

Effective 24 December 2021

Business details

Business name

Penrith Regional Gallery, Home of the Lewers Bequest

Business location (town, suburb or postcode)
If your business has multiple premises, complete a Safety Plan for each location.

Emu Plains

Select your business type

Museums and galleries

| **Wellbeing of staff and customers** | ⌃ |

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

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Explain 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, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Explain 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 such as requirement to stay away if unwell.

Explain how you will do this

Conditions of Entry are displayed at all staff and public entrances

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

Explain how you will do this

Not currently applicable.

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

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.

Explain how you will do this

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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.

Explain 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 (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.

Explain 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.

Explain 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.

Explain 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).

Explain 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).

Explain 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.

Explain 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 aged over 12 in indoor areas, unless exempt.

Explain 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.

Explain 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.

Explain how you will do this

Completed and ongoing through cleaning and venue staff.

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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

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

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

> Implemented and ongoing.

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

> Framework based on NSW Health guidance in place

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW (https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov a worker has tested positive and is hospitalised or dies. Visit https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus (https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef9 more information.

Explain how you will do this

> Framework based on NSW Health guidance in place

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

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Last updated: 28 January 2022

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