

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: HELLENIC MUSEUM
 Site location: 280 WILLIAM STREET, MELBOURNE, 3000
 Contact person: SARAH CRAIG
 Contact person phone: 03 8615 9016
 Date prepared: 5 AUGUST 2020

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 staff.</p>	<p>Hand sanitiser is available at the front door, and in each of the offices and must be used upon entry to the building</p> <p>Bins will be emptied daily and soap and sanitiser topped up twice weekly or as required</p> <p>Sanitiser wipes are available and work surfaces (phones, desks etc) and must be wiped down at the end of the end of each day</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>Where possible windows should be opened at the beginning of each shift to increase airflow though the office spaces</p> <p>Air-conditioning thorough out all office spaces has been set for optimum air-flow. Please do not adjust these settings</p>
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p>A face covering needs to cover both your nose and mouth.</p> <p>Face coverings must be work while at work unless you are exempt by law.</p> <p>If you do not have your own, disposable face coverings are available in the second-floor office.</p> <p>Disposable gloves in S,M & L are also available in the second floor office -but are not mandatory</p>

<p>Provide training to staff 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>Please dispose of face masks, gloves, tissues and all other PPE in the foot pedal operated bins located in the bathrooms, kitchen and offices</p> <p>Follow the directions regarding hygiene, and social distancing which have been installed around the museum.</p> <p>Do not attend work if you are feeling at all unwell.</p> <p>Physical distancing must be obeyed – each staff member should have a minimum of 4sm of space. Where possible do not share office spaces.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Shared coffee and condiments facilities have been temporarily removed for single serve sachets</p> <p>Please void sharing of equipment such as phones, desks, headsets, offices, tools or other equipment</p> <p>All staff have been provided with their own personal equipment, please ensure you have labelled these appropriately</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Shared staff spaces must be cleaned at regular intervals.</p> <p>A workplace cleaning schedule has been shared on the staff intranet and posted in the kitchen. Please make sure you use the cleaning products in the manner advised.</p> <p>Clean frequently-touched/used areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes EFTPOS equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards. Gloves must be worn during cleaning,</p> <p>Staff must clean personal property that comes to work (such as, mobile phones and iPads) with disinfectant, such as disinfectant wipes.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>For routine surface and item cleaning, use your normal workplace cleaning products and instructions, including safety recommendations, on the label.</p> <p>Always wash your hands with soap and water (or use alcohol-based hand rub if your hands are not soiled) before putting on and after removing gloves.</p> <p>Avoid touching your face, especially your mouth, nose and eyes, when cleaning.</p> <p>Cleaners to make sure an adequate supply of cleaning and disinfectant materials are available at all times.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>Employees who can perform their work from home must work from home.</p> <p>When working from home be sure to set up a safe home work environment – see a link here</p> <p>Where possible roles will be adapted to enable working from home</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Employees are required to declare to employers when they are working at multiple places of employment.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Employees must not attend the workplace if they are being tested for coronavirus and must notify the museum management if they are a positive case. Employees who test positive must not work.</p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p>The number of people allowed in shared staff spaces is limited to no more than density quotient allows (one person per four square meters). This means no more than three people in the shared office space and only one person in the communal kitchen or lifts at any time</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Floor markings are in place to delineate physical distancing in the office.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staff must follow social distancing protocols both during work and break times as explained in posters</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Staff must follow strict contactless delivery protocols when receiving deliveries</p> <p>Designated drop-off areas for deliveries, including food deliveries has been established inside front doors.</p>

<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>On those days when there is more than one person scheduled in the office, work times will be staggered in half hour increments.</p> <p>Break times will also be staggered, to reduce usage of common areas at the same time</p>
---	--

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>The Museum has established a register of attendance for all workers, subcontractors and visitors (including workplace inspectors) to the museum, who are present for 15 minutes or longer. They must sign the register which is located at the front desk.</p> <p>Records are only used for tracing COVID-19 infections, and be stored confidentially and securely and not used for any but the stated purpose</p> <p>The museum intends to create a QR system which will make this tracing protocol contactless – staff will be advised when this is implemented</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Museum management has put in place a COVID response policy in the case of an outbreak in the workplace. It will be the responsibility of museum management to implement this policy in the case of an outbreak as well as the items documented below.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	The Museum manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should be employee test positive.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the museum should be closed. Where a suspected case is present at the museum in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	For a confirmed case, museum management must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation. For a suspected case, employers must inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Museum management must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.
Confirm that your workplace can safely re-open and workers can return to work.	Management may reopen the museum once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting). DHHS and WorkSafe must be notified that the workplace is reopening.

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

Signed

Name Sarah Craig

Date 5 August 2020