

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

Your COVID-19 Safety Plan

Museums and galleries

Business details

Business name	Fern Street Gallery
Business location (town, suburb or postcode)	Gerringong
Completed by	KERRY GAIL BRUCE
Email address	kerrygbruce@bigpond.com
Effective date	15 January 2021
Date completed	16 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Do not enter FSG premises if unwell. You must organise for another artist to sit your shift. If visitors appear unwell, please kindly ask them to leave as required by COVID-19 restrictions and Government guidelines.

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

Please read the relevant Covid-19 guidelines before you enter the gallery and stick to all

Government guidelines to protect yourself, our visitors and the community. All information can be found here: <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

We are all in this together as a group of artists, so if you are sick or need to self-isolate, please bring up with the Resident Artist team and FSG Directors to discuss how to swap or re-allocate your sitting days and responsibilities.

Display conditions of entry (website, social media, venue entry).

A poster will be displayed at entrance into the gallery about conditions and max capacity 16 persons in total spread across the three gallery areas. You can refer to this if any visitors are breaching or about to breach guidelines. You must alert them to the Government guidelines and ask them to kindly adhere to these whilst at Fern Street Gallery. We are also updating website and will mention on social media, to people are informed.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

We will have sign displayed at gallery entrance. We will put a safety line on the floor around the gallery desk.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

NA

Physical Distancing

Capacity must not exceed one visitor per 4 square metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff).

Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Please refer to our gallery overview attached to email. A total of 16 people allowed in gallery at any one time, spread over the three areas. Max 7 people in front gallery, max 5 people in White Room and max 4 people in back gallery at any one time.

Consider a time-based booking system for popular events or exhibits.

yes

Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors where crowding may occur.

Please refer to our gallery overview attached to email. A total of 16 people allowed in gallery at any one time, spread over the three areas. Max 7 people in front gallery, max 5 people in White Room and max 4 people in back gallery at any one time.

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as bars, toilets and entrance and exit points
- between seated groups
- between staff.

yes

Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.

yes

Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate.

yes

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

yes

Use telephone or video for essential meetings where practical.

yes

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

NA

Review regular deliveries and request contactless delivery and invoicing where practical.

yes

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

yes

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

n/A

Hygiene and cleaning

Adopt good hand hygiene practices.

You must wash your upon entering the gallery and regularly throughout the day. Hand sanitiser is also located at the gallery desk for your use and for visitors use. Please ask customers to use this before and after purchasing artwork, to avoid contamination of the Tyro Merchant facility for payments. Please avoid payment via cash. Always sanitise your hands after touching pens and packing up artworks.

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

yes

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.

You must wash down and disinfect all areas at the end of each day. This includes:

The desk - surface, drawer handles, tyro machine, pens.

All door handles on premises. (and the usual daily sweeping and washing of the floors - with disinfectant provided.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

yes

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

yes

Encourage contactless payment options.

yes

If interactive exhibitions are open, ensure supervision to ensure visitors apply hand sanitiser before and after use, and to clean the interactive components between use.

yes

Consider removing printed museum and gallery guides, and replacing with downloadable guides or audio guides where practical.

yes

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

possible, and 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).

yes

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, visitors to ticketed exhibits and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

This does not, as we understand it, refer to customers. However, we highly recommend you download and have open the CovidSafe app at all times. You must also write down name, number and email of any delivery people (not that we are expecting any) if they drop anything off. Please use the diary on the desk and YOU fill it in (avoiding anyone else touching pens, books or other surface).

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au).

yes

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

yes

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.

yes

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

Yes