

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

## Your COVID-19 Safety Plan

### Museums and galleries

#### Business details

Business name	Camden Area Family History Society Incorporated
Business location (town, suburb or postcode)	Camden NSW 2570
Completed by	Warren Sims
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Date completed	5 November 2020

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#### Wellbeing of staff and customers

##### **Exclude staff, volunteers and visitors who are unwell.**

Limit of 3 persons in the Research Room.

Volunteers and members to use Record of Visitors to record visitor details.

Volunteers to sign in on attendance book as well as Record of Visitor Contact sheet.

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

Display signage provided at entrance to the Research Room

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

Volunteers and members attending the Research Room are advised if they are not feeling well to not attend.

Volunteers who are uncomfortable with attending are asked to advise the Secretary over their concerns

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

Conditions of Entry requirements on display at entry to the Research Room.  
In addition to information on websites and social media.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Restaurants and cafes**
- **Gyms**
- **Cinemas and theatres**
- **Corporate events (if hiring out space).**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register this through [nsw.gov.au](http://nsw.gov.au).

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through [nsw.gov.au](http://nsw.gov.au)

No food or drink services provided in the Research Room.

**Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.**

No Events held in Research Room.

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## **Physical Distancing**

**Capacity must not exceed one visitor per 4 square metres of space (excluding staff).**

Limit of 2 visitors in addition to Volunteers.

Visitors are to remain outside the Research Room.

Volunteers to be aware of numbers and advise visitors.

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

Visitors may book time in advance over the internet or via email.

Booked visitors will take priority over walk-in visitors.

**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.**

Signs displayed throughout the Library, Galleria and Research Room.

**Move or remove tables and seating as required to comply with 1.5 metres of physical distance wherever possible. Household or other close contacts do not need to physically distance.**

Seating and Tables to accommodate 2 people only will be provided outside Research Room.

Seating for Volunteers within the Research Room will be spaced at minimum 1.5 metres apart.

**Tours should involve no more than 30 visitors per group. Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.**

Not applicable. No Tours conducted.

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

Signage throughout Galleria and Research Room advising visitors to maintain safe distances.

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

Volunteer numbers are adequate to maintain correct distancing.

### **Use telephone or video for essential meetings where practical.**

No meetings held in Research Room.

Committee meetings conducted in adjacent Camden Museum.

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

Volunteer start and finish times stay the same and are coordinated with Camden Library hours of operation.

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

Any deliveries will be via Aust Post Box, dropped at Library Reception Desk or via email.

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

Volunteers to ensure visitors not gathering outside Research Room.

Volunteers to advise visitors to move to the exit when their visit is completed.

### **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.**

Not applicable

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Good hand hygiene practices adopted with signage, supplies of sanitiser and soap provided. Signage displayed throughout Library and Galleria.

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

Bathrooms (Library and Camden Museum) adequately stocked for Visitors and Volunteers.

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

Volunteers to use wipes and sanitiser for frequently touched areas and surfaces.  
Research Room has a wearing of gloves policy.

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

Supplies available for Volunteers to use

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

PPE equipment provided.

**Encourage contactless payment options.**

No contactless payment system available.

Direct debit preferred however limited cash handling will be used.

Gloves provided when handling cash.

**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.**

No interactive exhibits operating.

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

Process in place to achieve this.

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## **Record keeping**

**Keep a record of name and a mobile number or email address for all staff, volunteers, visitors to ticketed exhibits and contractors for a period of at least 28 days. For**

**groups, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.**

Conditions of Entry requirement is to record name and contact number of visitors including contractors. Records are stored confidentially and securely in the Research Room. Records deleted after 28 days.

Volunteers to sign in on the daily attendance book.

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

All members and volunteers are made aware of the COVIDSafe app through regular email communications.

**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.**

All volunteers and members are aware and agree with their requirements.

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

Yes