

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



## Your COVID-19 Safety Plan

### Information and education facilities

#### Business details

Business name	New South Wales Lancers' Memorial Museum Inc
Business location (town, suburb or postcode)	PARRAMATTA NSW 2150
Select your business type	
Museums and galleries	
Completed by	John Howells
Email address	<a href="mailto:enquiries@lancers.org.au">enquiries@lancers.org.au</a>
Effective date	18 October 2021
Date completed	17 October 2021

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#### 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**

Temperatures to be taken. Anyone with a temperature reading over 38 deg will be excluded.

**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**

This revised plan will be forwarded to all volunteer staff. Volunteers (we have no employees) will be taken through the plan and the location of the in-office COVID Safe check-in point. All volunteers have been required to provide proof of vaccination, this is held in a folder in the office. Volunteers who staff the public point of entry have been trained in the QR code check-in process and the manual alternative including use of the Business online check-in form. Training extends to use of touchless payment technology the Museum now has.

**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**

A series of signs displayed at our gated point of entry. The conditions of entry are clearly stated on our website when the Museum is open.

**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, check vaccination status upon entry and only accept valid forms of evidence of vaccination, 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 enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

The Museum's management committee has mandated that all volunteers are required to be double vaccinated against COVID. A sign at the gate requires presentation of proof a visitor has been double dosed. The gated point of entry facilitating the check, it is only unlocked when proof of vaccination status is provided.

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## **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**

Museum building is signed with 16 person limit. Gate entry ensures numbers do not exceed limitations.

**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**

The number of visitors is generally low a maximum of 10 over an open Sunday (1000 - 1500). Volunteer staff at the gate and guiding the visitors have proven capable of ensuring physical distancing. Masks are mandatory for staff and guides within our Museum building where during group tours, physical distancing is not always possible. Seats are all at least 1.5m apart. Staff are briefed to maintain distancing.

## **Avoid congestion of people in specific areas where possible.**

## **Agree**

Yes

### **Tell us how you will do this**

Volunteer guides have been briefed on the action to take.

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

## **Agree**

Yes

### **Tell us how you will do this**

A sign at the gate advising those approaching it of the distancing requirement.

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## **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**

Open air exhibits will be OK. Museum building windows will be open during visiting hours.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

A number of our exhibits, historic building facades, vintage fighting vehicles and a horse statue are outdoors.

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

**Agree**

Yes

**Tell us how you will do this**

All Museum windows will be open during visits and visiting hours.

**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**

Fans otherwise used to circulate air will be placed near windows to draw in outside air.

**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**

This does not apply, there is no air conditioning.

**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**

We will approach the broad scope of the Regimental alumnae for the best advice.

## **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**

We use signage, staff advice and have masks for sale.

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

Agree

Yes

**Tell us how you will do this**

Hand sanitiser is available at the point of entry, in the Museum building and work areas.

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

**Agree**

Yes

**Tell us how you will do this**

A volunteer is tasked to ensure all stock is in place before each regular opening of the facility.

**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**

Volunteers are tasked to ensure cleaning on a regular basis.

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**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**

The QR Code is displayed in a prominent position in the work area and its use is part of the sign-in process. The QR code is displayed at the gate and payment desk. A manual sign-in system is supplied for the cybernetically inept with results entered into the Business online check-in form.

**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**

Gate and workplace signage with guide staff responsible to check or if the person is cybernetically inept manual sign will be used with results entered into the Business online check-in form (accessible at: <https://lancers.org.au/COVID/>).

**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**

If results of the manual sign-in system cannot be entered into the Business online check-in form, details will be entered into an XL spreadsheet, it will be retained for 28 days.

**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**

This does not appear to apply to our single venue.

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

Yes