

COVID-19 SAFETY PLAN

Umbrella Studio Contemporary Arts

All Umbrella staff and volunteers must read and adhere to this plan, and it will be accessible to the public as a resource online at <https://umbrella.org.au/covid-19/> and in person. The visitor sections must be adhered to by all visitors.

The COVID-19 pandemic is an evolving situation. This plan must be reviewed regularly with changes made as required.

Director approval: Kate O'Hara

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Gallery re-opened: Saturday 13 June 2020

Updated: 31/07/2020

1.0 RESTRICTED BUSINESSES AND COLLECTING CONTACT DETAILS

Umbrella is an arts organisation / gallery whose activities falls within the domain of *restricted businesses*, which are outlined in the government's directive. We must operate within the directives set out by the Chief Health Officer.

A person who owns, controls or operates a restricted business, activity or undertaking must keep contact information about all guests and staff for contact tracing purposes, including name, address and mobile phone number for a period of at least 56 days, unless otherwise specified. If requested, this information must be provided to public health officers. The information should be securely stored, not used for any other purpose and deleted after 56 days.

For Umbrella, this includes all shop customers (when purchasing artwork) and gallery visitors. This is also a form of risk management for Umbrella. If someone contracts the coronavirus, it means that we can trace and inform our people.

A visitor/customer having installed the *COVID Safe app* does not discharge them from this requirement, and for privacy reasons, we can't and won't ask visitors, staff or volunteers if they have the *COVID Safe app*.

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

2.0 WHAT UMBRELLA STAFF AND VOLUNTEERS MUST DO

Workers have a duty to take reasonable care for their own health and safety and the health and safety of other persons in the workplace. (Workers are defined as Umbrella Staff and Volunteers)

What does a worker do if they test positive for COVID-19? Queensland Health will contact you if you have a positive test for COVID-19. You must self-isolate and follow the instructions of health authorities. You should inform your supervisor of your diagnosis and you must not attend work. Queensland Health will contact your employer, if required, for the purpose of contact tracing and will advise on what actions are required to protect other workers who may have had close contact with you.

When can a worker return to work if they have COVID-19? Your health care provider will advise you when you are no longer infectious and can return to work.

What should a worker do if they have had close contact with someone who has tested positive for COVID-19? Queensland Health will undertake contact tracing. This involves identifying people who have had close contact with someone with confirmed COVID-19 infection. If you are considered a close contact, you will be directed to self-quarantine and provided with information to prevent the further spread of infection. People who are not close contacts do not have to go into quarantine but should be alert to the signs and symptoms of COVID-19, monitor their health and continue to practice recommended social distancing and hygiene measures.

When can a worker return to work after self-quarantine? If you have self-quarantined for 14 days without any symptoms, you can return to work. If you need a medical certificate you

should see your GP. If you have tested negative for COVID-19 during this period, you must remain in quarantine for the full 14 days. You should seek medical attention immediately if you develop symptoms while in self-quarantine.

You must undertake the free 30-minute COVID-19 Infection Control Training and submit your certificate to management.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

- Keep hand sanitiser at entry points in both the gallery and studio
- Keep volunteers informed of our processes and allowed vulnerable people to postpone coming back to the gallery,
- Created a section of the gallery for mandatory collection of contact details (as separate papers for people to write their details down)
- To reduce the number of people handling the same piece of paper, ask visitors to fill in a visitor slip, which is then filed each day.
- Placed a box for completed forms for privacy reasons
- File Visitor slips day by day for fast and accurate contact tracing
- Monitor visitor numbers so they do not go over the threshold
- People who are sick or who have been directed by health authorities to either self-isolate or self-quarantine must not attend work and must stay at home and away from others. Follow the advice from health authorities on social distancing and public gatherings
- Not shake hands to greet people

While ultimately staff are responsible for the above items - we expect volunteers to support Umbrella's compliance.

3.0 COMPLYING WITH SOCIAL DISTANCING REQUIREMENTS

We have:

- Postponed in-person public programs such as workshops, artist talks, panel discussions, while we have been closed, and we will be bringing them back slowly with gradually more visitors and participants over time,
- Postponed gallery openings until 10 July (Stage 3)
- Placed signage at entry points and made this plan accessible in person or online
- Restricted numbers within the premises
- Separated the entry and exit points (the accessibility ramp is now the current exit)
- Moved desks and furniture more than 1.5m away from each other to ensure physical distancing is adhered to and allowed staff to work from home where possible.
- Made floor markings as a guide for physical distancing.

4.0 COMPLYING WITH HYGIENE AND CLEANING REQUIREMENTS

Requirements are being met by the following:

- Alcohol-based hand sanitiser at entry and exit points
- Hand hygiene guide poster installed next to wash basin

- Handwash soap available next to was basin
- More frequent cleaning of high-touch points including but not limited to:
 - Door handles
 - Hand rails
 - Taps
 - Pens
 - Eftpos machine
 - Front desk keyboard and mouse
 - Phones
 - Printer/Copier
- Reduction of need to touch doors by leaving the entry and exit doors open during visiting hours

5.0 DELIVERIES, CONTRACTORS AND VISITORS

Deliveries

Umbrella is accommodating contact-free deliveries from all of our suppliers. We make contact free pickup available for our customers.

Designated contactless pickup point: Shop space

Designated contactless delivery point: Office space

For detailed visitor and contractor management, please see items 1.0 and 2.0.

Arrangements for contactless pickup or delivery can be made by phoning 07 4772 7109. Umbrella will not require signatures for pickup or delivery during this time.

Contractors

Contractors are anyone who is not a staff or volunteer, but has come to the gallery to perform some work required by the gallery. This could include artists, fire safety inspectors, air conditioner service staff, maintenance contractors and more. Contractors must:

- maintain social distancing
- respect the maximum people per space guides
- not enter the gallery if they have symptoms of COVID-19
- Sanitise their hands upon entry to the workplace
- Use the marked entry and exit doors
- Follow directions of staff to maintain safety of all people in the gallery.

Visitors

Visitors are general public who have come to see an exhibition, visit the shop, meet with Umbrella staff or participate in our programs. Visitors must:

- maintain social distancing
- respect the maximum people per space guides (section 7.0)
- not enter the gallery if they have symptoms of COVID-19 or have visited an Australian hotspot in the last 14 days (as at 1am on 1 August 2020 all 79 Local Government Areas

(LGAs) within the State of Victoria and 34 Local Government Areas (LGAs) within the State of New South Wales and are considered COVID-19 hotspots. See updated on hotspots here: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19>

- Sanitise their hands upon entry to the workplace
- Use the marked entry and exit doors
- Follow directions of staff to maintain safety of all people in the gallery.
- Visitors include SCHOOL GROUPS. Within school or preschool venues, the venue density rule does not apply to students or children, however when students leave their school venue, they are required to observe the relevant Public Health Directions and social distancing requirements. This means the total number of visitors is determined as per respect the maximum people per space guides (section 7.0).
- At the date of this latest review, there is no information available regarding workshops / hands-on public program activities. Umbrella is ensuring that such activities comply with all of our other guidelines (including social distancing) and that equipment and materials are sanitised after use.

6.0 REVIEWING AND MONITORING WORK HEALTH AND SAFETY COMPLIANCE

Our Daily Checklist ensures the above provisions are adhered to. A dedicated staff member will complete the daily checklist. Management staff will review current health orders weekly to ensure compliance and plan effectiveness. This plan may be revised as new government orders are introduced.

DAILY CHECKLIST FRONT OF HOUSE

- Front desk worker has completed COVID Infection control training
- Entry doors left ajar to minimise contact
- Posters are up:
 - [Social Distancing](#)
 - [How to Handrub](#)
 - [How to Handwash](#)
 - Do not enter if sick
 - Entry door and Exit [door signs](#)
 - [Maximum visitors sign](#)
- Wipe down high touch surfaces
- Distancing floor markers are intact
- Front desk workers have read and signed current version of this plan
- Front desk workers have read federal government updates in relation to COVID
- END OF DAY
 - Contact information is filed day by day and kept private.

WEEKLY CHECKLIST FOR MANAGEMENT STAFF

- Evaluate this plan
- Review State and Federal health directives and current situation.
- Update plan if required in line with any new health directives and based on evaluation of this plan.
- Communicate any updates to all staff and volunteers.

7.0 DESIGNATED SPACES AND MAXIMUM PEOPLE

Umbrella has designated three separate spaces and applied maximum people caps based on the venue density rule of one person per 4 square metres:

Space	Maximum people	Based on
Gallery and shop	70	Restrictions on Businesses, Activities and Undertakings Direction (No. 5)
Office	26	Restrictions on Businesses, Activities and Undertakings Direction (No. 5)
Makerspace (Downstairs)	26	Restrictions on Businesses, Activities and Undertakings Direction (No. 5)

“People” includes staff, volunteers, visitors, contractors and delivery staff.

8.0 FURTHER INFORMATION

Contact phone number: 134 COVID

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

<http://www.magsq.com.au/cms/page.asp?ID=10606>