

Royal Historical Society of Queensland

COVID-19 Safety Plan – July 2020 update

This plan sets out the reopening arrangements for the Commissariat Store Museum, in accordance with the Queensland Government's COVID-19 guidelines. Some of the measures outlined below may seem restrictive but are made with the safety of staff, volunteers and visitors in mind. Every precaution will be taken to prevent infection; however, it is impossible to totally eliminate the risk. As a result, the Society understands that some volunteers may not wish to return to the museum until a treatment or vaccine is found.

Prior to reopening

- The website and Facebook updated to let visitors know we are reopening on the 12 June.
- Protocol for visiting the museum added to the website so visitors can be made aware in advance of their visit.
- Staff and volunteers are reminded to please not enter the museum if they feel unwell at any point.
- Copies of this plan to be made available to all councillors and volunteers, and to visitors on request.

Entrance

- Front doors to remain open so no one need touch any door handles.
- Sign on front door welcoming visitors and asking them not to enter if, in the past month, they have experienced any symptoms (fever, cough, sore throat or shortness of breath), been in contact with anyone with COVID-19, or travelled overseas.

Reception

- The volunteer on reception will count visitors to ensure the maximum number of 20 visitors per floor (including staff and volunteers) is not exceeded.
- An infrared thermometer will be used to check the temperature of everyone entering the museum. If their temperature is over 38°C, they will be politely asked to return another day.
- Volunteers are within their rights to refuse entry to anyone they deem could pose a health risk.

- All visitors will be asked to use hand sanitiser when they enter, and to abide by social distancing guidelines.
- The reception area will be rearranged to place a table in front of the desk (with a sign on it explaining why) to ensure the volunteer on reception is a safe distance from visitors.
- Distancing marks will be taped on the floor to ensure visitors queue at reception 1.5m apart.
- Hand sanitiser, disinfectant wipes and gloves will be provided at the counter.
- The computer register should be wiped down regularly if used by more than one volunteer. It should also be wiped down at the end of each day.
- Visitors will be asked to pay by contactless card.
- Visitors will be required to provide their contact details, which will be stored securely if needed for contact tracing.
- Face masks will be provided to volunteers and visitors if they request one (limited supply so only if they ask).
- Guided tours available but limited to one household group at a time. Social distancing must be maintained throughout.

Second floor/shop

- Signs will be displayed in the retail area: 'Please only touch merchandise you intend to buy.'
- Likewise, a sign will put on the leaflet stand: 'Please only touch a leaflet if you intend to take it away with you.'
- A maximum of 20 people on this floor at one time to comply with the one person per four square metres limit.
- Disinfectant wipes will be used to wipe down any light switches and door handles daily, or more often if required.
- Signs will be taped to the display cases to remind visitors to comply with social distancing.
- Signage in the toilets and kitchen reminding people to wash their hands regularly.
- Cutlery and crockery in the kitchen should be cleaned thoroughly with washing up liquid and left to dry on the draining board.
- Only two people can be in the kitchen at any one time.
- Disinfectant wipes will be provided in the kitchen so cupboard/drawer handles and the fridge can be wiped down after each use.
- Disinfectant wipes will be provided on the lift with a sign asking visitors to wipe down buttons/handrails after each use.
- A sign will be placed on the lift stating only one person/household group is allowed on it at a time.

First floor

- A maximum of 20 people on this floor at one time to comply with the one person per four square metres limit.
- Signs will be taped to the display cases to remind visitors to comply with social distancing.
- Disinfectant wipes will be provided on the lift with a sign asking visitors to wipe down buttons/handrails after each use.
- A sign will be placed on the lift stating only one person/household group is allowed on it at a time.

Ground floor

- A maximum of 20 people on this floor at one time to comply with the one person per four square metres limit.
- Signs will be taped to the display cases to remind visitors to comply with social distancing.
- Disinfectant wipes will be provided on the lift with a sign asking visitors to wipe down buttons/handrails after each use.
- The interactive displays will be disconnected for the time being, with a sign explaining why, due to the difficulty of keeping them disinfected.
- A sign will be placed on the lift stating only one person/household group is allowed on it at a time.

Offices

- A maximum of eight people in the office at one time to comply with the one person per four square metres limit.
- Any volunteers or members wishing to visit the museum to use the offices/library must arrange this in advance with the Manager to ensure the eight-person limit is not exceeded.
- Only four people can sit round the main table at any one time.
- Only four people can use the computer desks at any one time.
- Hand sanitiser and disinfectant wipes will be provided.
- The telephone and photocopier should be wiped down after each use.
- The main table and place mats should be wiped down after each use.
- Only two people should be in the inner library area at any one time.
- Once handled, library books will be quarantined for three days before they can be placed back on the shelves or handled by anyone else.



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These guidelines will be evaluated regularly to ensure they remain effective and appropriate.