

COVIDSafe Plan

Should you wish to further discuss the details contained herein please contact COO Gary Pianko.

Organisation Name:	Melbourne Holocaust Museum Inc
Location:	13 Selwyn Street, Elsternwick, VIC
Completed By:	3145 Laura Etyngold, Chief Operating Officer
Date Reviewed:	Wednesday March 16, 2022

Conditions of Entry

The MHM reserves the right to enforce any and all conditions of entry to the centre at any point prior to or during an education program.

These conditions are:

- All visitors over the age of 18 years must sign in using the Services VIC QR Code or manual register provided if (please see Security or a Staff Member for assistance).
- Workers and volunteers entering the MHM site over the age of 12 years and 2 months, must be fully vaccinated (or medically exempt) and able to show proof of their COVID Digital Certificate to be granted entry.
- People other than workers and volunteers aged 18 years and over must be fully vaccinated to be permitted to enter the MHM and must be able to show their COVID vaccination certificate.
- Persons with a valid medical exemption, and people aged under 18 years are permitted entry without proof of vaccination.
- Individuals under the age of 18 years must be accompanied by a fully vaccinated person over 18 years of age to be eligible for entry to the premises.
- A COVID Marshall will need to check that all visitors, aged 18 years and over, have completed the Services VIC QR check in prior to being granted entry, and will also be confirming vaccination statuses at this time.
- The MHM reserves the right to temperature check any visitor wishing to enter the premises and may refuse entry to anyone presenting as unwell.
- The MHM reserves the right to exit anyone permitted on site who then presents as unwell and refuse re-entry to site without medical clearance. The MHM reserves the right to exit anyone permitted on site who then presents as unwell and refuse re-entry to site without medical clearance.
- The MHM requires all visitors to always comply with the COVIDSafe Plan for this location including adhering to all signage, processes, and policies at all times.

- The MHM may require personnel and other attendees to complete a Health Questionnaire prior to being granted entry to site and should this return a result wherein refusing entry is recommended, the MHM will deny access to the respondent(s), and further insist on medical clearance prior to permitting entry. An example of this questionnaire is attached in addendum to this COVIDSafe plan.
- The MHM requires all personnel and site attendees to uphold and adhere to, all COVID restrictions, guidelines and regulations as per those imposed by the Federal Government and the Victorian State Government.
- MHM requires anyone who tests COVID positive within 7-days of visiting our premises to advise the MHM by phone or email of the date, time and duration of your visit to our site. The phone number is 03 9528 1985 and the email address is admin@mhmm.org.au.

Physical Distancing

The MHM comply and enforce the compliance with all recommendations around physical distancing and density limits.

The common areas have their furniture positioned to allow for social distancing and to prescribe the spacing.

All personnel must comply with all aspects of the COVID-safe plan, we have a zero tolerance for breaches of any kind.

Density Restrictions

Whilst there are no density quotients required of the MHM at this time, the MHM will only allow a total number of people on site that enables adequate social distancing, and free flowing entry and egress to and from the site.

Permitted/Authorised Visitors

MHM personnel are now encouraged to work from the office wherever possible and as agreed with the MHM Management.

Anyone feeling unwell or showing any symptoms of illness may be refused entry. Personnel and contractors may negotiate with their manager/supervisor to work remotely if appropriate.

Personnel and actively engaged contractors/consultants are permitted on site. Suppliers are permitted on site when prior authorisation has been issued by the CEO, or COO. Students & their teachers/chaperones are permitted on site to attend a scheduled education program booking.

Teachers engaged with our teacher professional learning program are permitted to attend a scheduled program booking. Survivors and volunteers are permitted on site. External visitors are permitted on site.

Workforce Bubbles

The MHM will endeavour to stagger staff in such a way as to limit interaction to some degree, however this will be continuously reviewed and is subject to change.

Enclosed Spaces

The MHM is focussed on reducing the amount of time workers are spending in enclosed spaces. This includes:

- Enabling work from home whenever possible.
- Moving as much activity outside as possible, including outdoor walking meetings, out of office lunch (and other) breaks.
- Due to security reasons the MHM is not able to allow for external doors and windows to be opened for any reason other than to allow entry and exit, as such fresh air is limited so the MHM is optimising fresh air flow in air conditioning systems.

Good Hygiene

Antibacterial wipes are available throughout the MHM as is hand sanitizer. The MHM also provides single use disposable gloves for use when handling shared items like office equipment etc. The MHM encourage people make use of these.

Professional cleaning happens daily, and everyone is responsible for cleaning and sanitizing any shared spaces after they use them, this includes but is not limited to kitchens, rest rooms, and meeting spaces.

Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and

when changing tasks and after touching potentially contaminated surfaces.

When it is not possible to wash hands, hand sanitiser must be used as per the manufacturer's instructions.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth



- dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- wash their hands completely before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day, and have no intentional physical contact with other workers or visitors, for example, shaking hands and patting backs.

Record Keeping & Actions if Workers Become Unwell

The MHM supports all workers to get tested and stay home even if they only have mild symptoms. The MHM requires all visitors aged 18 years and over, to sign in using the QR Code. Where a visitor is unable to scan the QR code security and MHM staff can assist with signing in, and there is a manual sign in to be used only in extenuating circumstances as a back up to the QR sign in.

The MHM reserves the right to temperature check upon entry, temperatures will not be recorded for those within normal range, and any people with a temperature outside of normal range will be refused access to the centre and encouraged to seek medical attention and where appropriate encouraged to get COVID tested.

The MHM has a business contingency plan to manage any outbreaks which includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Education Program Specifics

The MHM education programs for secondary students are operating on site in compliance with all the COVIDSafe guidelines detailed in this document and there are no exemptions specific to student education.

In addition to the above, all attendees of school education programs, where all students and their teachers/chaperones are required to be masked at all times when on site at the MHM unless they have a valid medical exemption.

PPE

Fitted face masks are to be always carried by individuals in line with government requirements. Whilst face masks are NOT mandatory at the MHM for staff and visitors to the office of the MHM, we do encourage mask wearing when physical distancing is not achievable and for any and all whom are vulnerable.

In addition, the MHM strongly encourages the use of face masks at all times by any person(s) who are:

- immunocompromised
- the primary carer or member of a household with a person who is immunocompromised,
- anyone who falls into any of the vulnerable and susceptible categories of people, and
- in situations where physical distancing is not achievable.

Face masks may also be removed for the consumption of food and beverages whilst inside the MHM. All attendees of school education programs, where all students and their teachers/chaperones are required to be masked at all times when on site at the MHM unless they have a valid medical exemption.

Appropriate use of face masks:

- wash or sanitise your hands before putting it on or taking it off
- make sure the mask covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face
- do not touch the front of your mask while wearing or removing it
- do not allow the mask to hang around your neck or under your nose
- do not reuse single use masks; wash and dry reusable masks after use and store in a clean dry place

The MHM advises that PPE is not limited to face masks, and at the discretion of the MHM we may require staff and other site attendees to use other forms of protective gear, including but not limited to gloves, face shields, and other such items.

Rapid Antigen and PCR Testing

The MHM requires all educators who are delivering programs to school students to undertake a rapid antigen COVID test, at least twice weekly, regardless of whether or not they are presenting symptoms.

We encourage all other personnel, at their own discretion, to consider testing regularly, particularly if they are feeling unwell. The MHM further encourages staff to adhere with all the recommendations and requirements of testing in line with the [current rules](#).

For the latest information on restrictions in Victoria, visit [vic.gov.au](https://www.vic.gov.au).

Coronavirus (COVID-19) Health Questionnaire

The MHM, at its discretion, may insist on the completion of the following questionnaire, prior to permitting entry to our premises. Refusal to do so may result in entry being denied. Please provide your completed questionnaire to MHM site security or to a member of the People & Culture team to retain on file.

Respondent name: _____

Date: _____ Time in attendance e.g. 09:00-17:00: _____

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Are you currently experiencing any of the following symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)		<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO	Shortness of breath <input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO	Runny nose <input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO	Loss of sense of smell <input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered YES to any of the above questions you should not enter the MHM (or should leave the MHM). Tell MHM management, go home, and get tested for coronavirus (COVID-19).

If you answered NO to all the above questions, you may enter the MHM.

If you develop symptoms, stay at home, and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing.