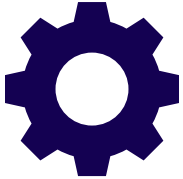


CHECKLIST FOR MUSEUMS AND GALLERIES REOPENING

PLANNING/OPERATIONS



- Develop a timeline for reopening and the phased easing of restrictions.
- Develop and regularly review your COVID-19 Plan and operations of work to ensure they are consistent with current directions and advice provided by health authorities (this is an internal document).
- Conduct a Risk Assessment to plan for and mitigate potential risks for your organisation, your staff, volunteers and visitors. Consider safety risks and manage these according to the appropriate hierarchy of controls e.g. elimination, substitute, isolation, administrative controls, personal protective equipment where required.
- Review operational budgets and potential future impacts of COVID-19.
- Consider if meeting rooms and community spaces can be used safely.

STAFF & VOLUNTEER [WORKERS] WELLBEING & SUPPORT



- Direct workers to stay at home if they are sick, and to go home immediately if they become unwell.
- Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact.
- Provide workers with COVID-19 protocols and training in preparation for reopening. Ensure workers are prepared with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- Instruct staff to practise good hygiene.
- Consult with your volunteers about returning to the workplace when appropriate. Continue to communicate with them.

CHECKLIST FOR MUSEUMS AND GALLERIES REOPENING

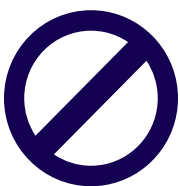


SAFETY PRECAUTIONS



- Conduct a full clean of your institution before reopening, including public areas and back of house.
- Develop and maintain a cleaning schedule for high use/risk areas.
- Make hand sanitiser available to workers and visitors at entry/exit and high touch areas.
- Make personal protective equipment available for use by workers where required.
- Promote the use of contactless payment transactions.
- Install screens if required where social distancing measures are less effective e.g. point of sale counter/cash register.
- Ask people who are unwell not to attend or leave if they are visibly unwell.
- Remove or disable interactive elements such as touch tables and screens or apply a suitable barrier to this type of equipment that can be cleaned between usages.
- Ensure soap dispensers in restrooms are full and functional.

SOCIAL DISTANCING MEASURES & SIGNAGE



- Calculate the number of people that can be in your museum or gallery as per the Stage 3 easing of COVID-19 restrictions requirements.
- Establish a separate entrance and exit.
- Clearly display signage at each public entrance to your organisation to inform all employees and visitors to your museum/gallery of your COVID-19 Workplace Health & Safety protocols, social distancing requirements and conditions of entry.
- Remove seating or rearrange single seating to space at least 1.5 metres apart.
- Display signage around your institution showing acceptable social distancing and any new protocols relevant, such as non-slip tape, decals or barrier tape on the floor and seats.

CHECKLIST FOR MUSEUMS AND GALLERIES REOPENING

RECORD KEEPING



- Record contact information for all visitors, workers and contractors, including name, email address (residential address if email is not available) and mobile phone number.
- Keep visitor records for a period of at least 56 days.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

COMMUNICATIONS



- Develop a communications plan for reopening.
- Prepare information for stakeholders and visitors.
- Promote your organisation's reopening through your communication channels. This includes updating your opening hours and conditions of entry on your website, social media, tourism sites, etc.
- If conducting tours or events, communicate the safety measures and requirements to participants before the event.
- Be creative and use this as an opportunity to communicate the value of your museum/gallery – and celebrate reopening!