

CANBERRA CONTEMPORARY ART SPACE

44 Queen Elizabeth Terrace
Parkes ACT 2612 Australia
www.ccas.com.au
info@ccas.com.au
+61 2 6247 0188
ABN 87 390 438 711

Risk Minimisation & COVID-19 Workplace Safety Plan: 2022

For:
CCAS MANUKA 19 Furneaux Street, Forrest, ACT 2603

TABLE OF CONTENTS

| | |
|--|----------|
| PROCESSES AND PROTOCOLS | 2 |
| OVERVIEW | 2 |
| SAFETY | 2 |
| FRONT OF HOUSE SAFETY MEASURES..... | 3 |
| PHYSICAL DISTANCING | 3 |
| HYGIENE | 3 |
| CLEANING | 3 |
| INFECTION CONTROL | 3 |
| SYMPTOMS / SIGNS TO LOOK OUT FOR..... | 3 |
| BACK OF HOUSE SAFETY MEASURES | 4 |
| PHYSICAL DISTANCING | 4 |
| HYGIENE | 4 |
| CLEANING | 4 |
| INFECTION CONTROL | 4 |
| MENTAL WELLNESS | 4 |

Processes and Protocols

Overview

- CCAS will continue to be guided by current National and Territory government recommendations. CCAS should consider the relevance of recommendations in the context of the specific space and where necessary, implement even stricter restrictions than Government/Health Authorities have suggested
- Safety: We have identified the protective measures required for sustainability safe public space and workplace. CCAS will undertake a risk assessment survey of the gallery and related areas.
- We have provided training for staff through online tutorials
- We maintain awareness of Canberra's Recovery Plan

Safety

- Enhanced cleaning and hygiene supply arrangements
- People flow through installation managed in liaison with staff and artists
- Maintain 1.5 m wherever possible and if safe to do so

Front of House Safety Measures

Physical Distancing

- Encourage 1.5 m between visitors, installers, artists and staff / 1 person per 4m²
- Interpersonal contact discouraged such as shaking hands or touching objects
- Regular delivery will be contactless

Hygiene

- In the interest of staff safety bathrooms closed to the public – audience directed to public toilets close to building. Disabled toilet facilities open on request. Toilets must be open during CCAS events such as receptions and launches.
- Hand sanitiser stations at entry
- Bathrooms well stocked with antiseptic soap
- Outside rubbish bins to be used
- General use printed material such as room sheets to be replaced by wall text

Cleaning

- Areas frequented by visitors to be cleaned daily with detergent or disinfectant
- Gloves worn when cleaning and hands washed thoroughly with soap or alcohol-based hand sanitiser before and after wearing gloves
- Clean desktops, tables, counter tops, eftpos gear, door knobs, rails, sinks, keyboards and exhibition equipment several times a day and/or before and after use
- Clean personal property, sunglasses, mobile phones and iPad with disinfectant or alcohol wipes.

Infection control

- Make masks available for staff and selected visitors (such as contractors and artists)
- Bathroom is “out of order” until the situation is considered safe. Audience directed to public toilets outside building.
- Direct visitors to stay at home if they sick or displaying any symptoms of COVID-19
- Visitors should inform staff if they have any symptoms or have had contact with a person who has been infected
- Staff are instructed to stay at home if they should show any symptoms of COVID-19 even if this leads to staff shortages and means the Gallery must be temporarily closed.

Symptoms / Signs to look out for

- Fever
- Coughing
- Sore throat
- Fatigue
- Difficulty breathing or shortness of breath

Back of House Safety Measures

Physical Distancing

- Maintain 1.5 m wherever possible and if safe to do so.
- Limit contact with people and people with objects.

Hygiene

- Sanitiser provided throughout the space to be used by staff on arrival and after breaks
- Provide signage regarding hygiene practices and current restrictions

Cleaning

- Identify shared equipment that requires cleaning between users
- Staff responsible for cleaning work-stations
- No sharing of handset phones
- Kitchen: clear rubbish and wipe surfaces immediately after use in communal areas

Infection Control

- Incoming suppliers/subcontractors/service providers should provide their COVID-19 safety plan
- Incoming suppliers/subcontractors/service providers should follow the CCAS COVID-19 safety plan
- A reported or suspected COVID-19 employee or visitor should be immediately referred to testing centres as per front of house safety measures

Mental Wellness

- Manage staff mental well-being with regular staff meetings and discussions on the ongoing situation
- Regular reports to the board regarding morale and all related COVID-19 issues