

Alexandra Timber Tramway and Museum Inc.

COVID Safe Plan v1.4

Plan completed 29 September 2021

Review subject to Victorian Chief Health Officer Updates.

1. Introduction

- a. The Alexandra Timber Tramway and Museum ("the ATTM") operates in Station Street, Alexandra, Victoria on the former Alexandra Railway Precinct. Various activities can be conducted around the site, both externally and in several outbuildings. There are two public toilet blocks on site. Administration is conducted by the Committee of Management of the Alexandra Timber Tramway.
- b. This COVIDSafe Plan contains the six recommended COVIDSafe Principles that will allow the safe operation of activities, maintain a COVIDSafe workplace, and prepare to respond to a suspected or confirmed case of coronavirus (COVID-19). It has been developed in consultation with DHHS health and safety guidelines and advice from the Murrindindi Shire Council and other local markets.
- c. This plan also covers workers undertaking prep work, maintenance outside of any museum activity, or any other activity by any user groups.

2. Compliance.

- a. The ATTM acknowledges obligations and responsibilities under any of the following legislative Acts, Regulations and community guidelines.
 - i. Restricted Activity Directions (Regional Victoria) (No 11) and associated info from Coronavirus Victoria (www.coronavirus.vic.gov.au);
 - ii. *Public Health and Wellbeing Act 2008* (Vic);
 - iii. *Occupational Health and Safety Act 2004* ("OHS Act");
 - iv. *Rail Safety National Law 2012*;
 - v. *Tourist and Heritage Railways Act 2010*; and
 - vi. The ATTM Safety Management System.
- b. Victoria Police and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions of the Victorian Chief Health Officer.
- c. WorkSafe is responsible for compliance and enforcement action under the OHS Act.
- d. A range of recommended COVIDSafe signage will be displayed at the entry point and at selected locations across the site as required.
- e. The President of ATTM is appointed as a COVID Marshal to support workers and visitors in following COVIDSafe principles, including entry screening, physical distancing, PPE, workplace bubbles, hygiene, cleaning and record-keeping requirements, and has the authority to ensure all parts of this plan are implemented. This position may be delegated where the President is not on site.
- f. Any issues relating to visitors disagreeing with any conditions of the plan must be referred to the COVID Marshal immediately. Any visitor unwilling to comply with this plan will not be admitted to the site and will be asked to leave.

3. Workers.

- a. All workers must sign in immediately upon arrival at the site. If they are feeling unwell, or they have visited a designated exposure site or been close to someone with COVID-19, they should not sign in and leave the site immediately.
- b. Sufficient workers must be available at all times to operate any activity under this COVIDsafe plan. Only workers authorised by the ATT Committee will be permitted to work at the museum.
- c. Workers are advised to avoid interaction in enclosed spaces.
- d. Workers are not to engage in disputes with visitors. All issues must be referred to the COVID Marshal immediately.
- e. Training will be provided to workers on all COVID safe matters where possible, including wearing and disposal of PPE and physical distancing expectations.
- f. Other workers undertaking prep work or maintenance outside of normal museum activity must be aware of, and comply with, all government regulations regarding outdoor activities.

4. Physical distancing

- a. All persons are required to maintain physical distancing by keeping at least 1.5 metres away from others.
- b. A patron cap of 10 people applies on railway carriage vehicles and group bookings are limited to 10 patrons indoors and 20 patrons outdoors.
- c. A minimum of two workers will control the ticket entry point to ensure the principles of the plan are maintained, to educate the public on entry requirements and ensuring there is not a build-up of people waiting.

5. Face coverings

- a. Any person 12 years and over must wear a fitted face mask whenever they leave their home, unless a lawful exception applies.
- b. Where proper distancing cannot be maintained, workers and visitors must wear a full face fitted covering as per current public health advice. Masks must be worn while travelling on ATTM carriages.
- c. If working alone outdoors, wearing of a face mask is not required. If someone comes into the space where you are working, you must then wear a mask and maintain physical distancing as above.
- d. A mask must be carried at all times.

6. Hygiene

- a. The COVID Marshal will oversee a cleaning roster during the museum opening times.
- b. All workers are advised to practice good hygiene and wash their hands regularly and thoroughly.
- c. Sanitising stations are located at the entry point and in each toilet. Staff are required to wash their hands regularly.
- d. Shared spaces, including high-touch communal items will be cleaned regularly using recommended disinfectant products. A cleaning log must be completed by the worker undertaking the cleaning.
- e. Cloth masks used by workers should be replaced regularly when working for extended periods.
- f. Safe disposal of used PPE is the responsibility of each individual.

7. Contact tracing

- a. It is a requirement under government health regulations that all visitors record their given name and contact phone number for Contact Tracing purposes before being allowed to enter the museum site. This method is either written or digital via a QR Code. If a person refuses to comply, they will be referred to the COVID Marshal.
- b. The COVID Marshal is responsible for closing the contact tracing register at the end of the day. The information will be disposed of after 28 days, however it will be provided to appropriate authorities on request.
- c. If a case of coronavirus relating to a visitor is advised, advice must be sought from DHHS regarding further operations.

8. If a worker becomes unwell

- a. A worker who becomes unwell should immediately notify the COVID Marshal and then leave the site. The worker must be advised to arrange a coronavirus test as soon as possible and to stay home. The COVID Marshal must be advised of the test results.
 - b. Similarly, a worker who becomes unwell within 14 days of attending the site should immediately notify the COVID Marshal and comply with the actions detailed above.
 - c. Where a worker has advised of a positive result, contact must be made with DHHS to advise the situation and seek further advice. Contact tracing records will be provided on request and advice must be sought from DHHS regarding further operations.
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