

**MELBOURNE'S LIVING MUSEUM OF THE WEST (MLMW) COVID-SAFE PLAN:**  
**REVISED - Updated: 25 November 2020**  
**GUIDELINES AND PROTOCOLS FOR RISK MINIMISATION AND A SAFE WORKPLACE**

Prepared and updated by the Museum's President Kerrie Poliness **0419154265** and Treasurer, Tim Wellington **0447878933**

**OVERVIEW | NOTE TO READERS:**

- As MLMW continues to closely monitor developments of COVID-19 and adhere to government advice, we are also taking extra steps to create a safe space for our staff, volunteers, researchers, artists and visitors.
- Businesses in Victoria are required by law to have a COVID Safe Plan in place.
- Employees also have a responsibility to help create a COVID Safe workplace by following the rules set out by their employer.
- MLMW has plans in place for lockdown periods as well as for the careful and considered return to The Visitor Centre Pipemakers Park, following the easing of restrictions (Phase 2 onwards).
- This plan has been guided by government and health agency advice, AMAGA network organisations including West Space and ACCA, and consultation with Council. State guidelines developed by Creative Victoria in consultation with key state organisations <https://creative.vic.gov.au/news/2020/what-happens-next-planning-for-the-potential-phased-re-opening-of-our-creative-sector> have also be reflected in this document and circulated to Museum workers, committee and volunteers.

**SAFETY & WELLBEING:**

- MLMW acknowledgements that all workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment. This document outlines the protective measures and operational practices that will guide our return to MLMW during the COVID-19 pandemic – in order to achieve a safe workplace, public space and maintain the wellbeing for our staff, artists and visitors. The importance of mental health and well-being during this time of transition is particularly acknowledged. A separate risk review may also be undertaken in regards to vulnerable workers as per SafeWork Australia guidance.
- MLMW will, in consultation with workers, committee and volunteers, continually assess these guidelines and ensure that updates are clearly communicated to all. The Committee will continue to encourage at flexible and WFH (work from home) work arrangements and **Tim Wellington and Kerrie Poliness** will also speak with each of the Museum's core team re: their return to work-plans and carry out an induction process for every volunteer, researcher and worker.
- We recognise that there may be exceptions to the recommendations in this document and encourage all queries to be directed to Tim Wellington and Kerrie Poliness via <mailto:admin@livingmuseum.org.au>

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## INTRODUCTION - A message from Committee President and Treasurer

As the state and federal governments continue to implement a wide range of measures in response to the COVID-19 pandemic, MLMW's Committee and volunteers have been and will continue to work extremely hard to keep MLMW agile and responsive during this challenging time and prioritise the safety and wellbeing of all workers, volunteers and visitors. As we begin our safe return to the workplace and MLMW's reopening on **7 December 2020** we continue to look ahead to the recovery stage, and a sustainable future so that, as a team, we may continue MLMW's strategic plan and mission:

**...to be a vibrant and inclusive Eco-museum and historical archive of the west by the Maribyrnong River in Pipemakers Park, open and accessible, establishing an important cultural destination for the City of Maribyrnong...**

Thank you again for your continuing commitment, professionalism, as well as understanding and esprit de corps. We look forward to continuing to move through this unusual period with you all in solidarity, and with care and empathy.

## CURRENT ARRANGEMENTS, NOVEMBER, OVERVIEW:

MLMW closed to public

All workers and volunteers WFH unless required on site to prepare for reopening, in line with guidelines

Digital programming focus

Professional cleaning to reopen underway

Signage, materials and equipment and systems for reopening are currently being produced and installed

## CURRENT: CLOSED TO THE PUBLIC, LIMITED ACTIVITIES PERMITTED

- MLMW core workers and volunteers encouraged to continue working from home (as per the Premier's recommendation reinstated July 2020) and permitted to go to site only when following the processes and protocols outlined in this document (in order to limit number of people on site, ensure spatial distancing, rotating teams)
- All Visitors to site (including workers, volunteers, contractors and drop ins – must be registered as per legislation). Information must be kept for 28 days and will only be passed on to DHSS if someone in gallery has tested positive to COVID
- Professional cleaning being undertaken

- Ongoing cleaning system in development, planned to occur at least once per week with 'rest' days scheduled in between activities to reduce risk of transmission via surfaces

## **RETURNING TO THE WORKPLACE, DECEMBER, 2020 OVERVIEW:**

**From December 7, Tuesdays only for the remainder of 2020 with a view to being open 3 days per week from February 1, 2021**

- MLMW open – restrictions eased (4 hours Tuesdays 11 am – 3pm)
- MLMW open to the public with all visitors to register upon entry
- Digital program continues
- Digital access to Resource materials continues
- Research enquiries by appointment only
- Limited numbers of workers and volunteers onsite, in line with guidelines below
- Phased return to work for volunteers
- cleaning systems continue

## **INITIAL: REOPENING TO THE PUBLIC, RESTRICTED ACTIVITY**

- Core Museum workers and volunteers will return to site, following the processes and protocols outlined in this document, with remaining MLMW workers and volunteers encouraged to continue working from home, or attending the office on a rotational rostered basis as required
- Visitor registration will be undertaken via log book in foyer
- A touch-free thermometer will be available for MLMW workers and volunteers
- Retail will be cashless with staff to follow protocols re: handling merchandise, etc.
- Digital programming will continue with no major events, programs or guided tours to be held on site
- Cleaning increased to one day per week (TBC Fridays)

## **FUTURE: REOPENING TO THE PUBLIC, RESTRICTIONS EASED**

- Rotational core workers and volunteers roster will be established and reviewed, with some team members continuing to work remotely and / or return to site (depending on the Premier's and health agencies subsequent announcements.)
- On-site public programs and guided tours may be considered, with social distancing measures in place. Digital programming will continue for access.
- Volunteers may return to site, following a separate risk review which will be undertaken prior to volunteers returning

## ON-SITE SAFETY MEASURES AND GUIDELINES

**If you are feeling unwell**, please immediately advise Kerrie (0419154265), [stay home](#) and consult the Coronavirus Hotline: 1800 675 398 as required. If you are scheduled / rostered to come in to MLMW and are not able to come in due to self-isolation requirements, please let us know as soon as possible so that alternative arrangements can be made.

### Before visiting site:

- Ensure that rosters are accurate and that **all workers, volunteers, researchers contractors and visitors sign-in at entry (as per current legislation** and in case contact tracing is required)
- Request incoming suppliers/sub-contractors/service providers and Council workers to provide their specific COVID-19 safety plan and also complete the [COVID Health questionnaire](#) before coming to site.
- **All Council workers and Council contractors to contact Kerrie Poliness 0419154265 or Tim Wellington 0447878933** to advise prior to entry to Visitor Centre. Alarm entry codes have been temporarily deactivated and will need to be re-activated in order for contractors to enter the Visitor Centre. These measures have been introduced as a safety precaution to avoid unexpected contact between Council contractors and Museum staff and volunteers.
- 
- Researchers, also complete the [COVID Health questionnaire](#) before coming to site.
- Avoid car pooling, and if you take public transport, wear a mask and follow the Department of Transport's following recommendations –

### When on on-site, adhere to the below protocols:

- If you **begin to feel unwell**: immediately advise your MLMW supervisor and [Kerrie \(0419154265\)](#), go home and consult the Coronavirus Hotline: 1800 675 398 as required. A reported or suspected COVID-19 infection in an MLMW employee, volunteer or visitor should be immediately responded to in accordance with [Safework recommendations outlined below](#)
- Ensure **all contractors and visitors sign-in at entry (as per current legislation** and in case contact tracing is required)
- Request incoming suppliers/sub-contractors/service providers to provide their specific COVID-19 safety plan and also complete the [COVID Health questionnaire](#) before attending site and / or upon arrival and prior to commencing work.
- Instruct all visitors to tell you if they are displaying symptoms of COVID-19 (as per entry signage above), have been in close contact with a person who has COVID-19 or have been tested for COVID-19. Direct visitors to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).
- Wear a mask when outside your home (as per current [guidance and regulations](#)). PPE will be provided for times when social distancing is not possible (ie. installation staff and front of house staff)
- Make use of the hand-sanitiser station upon entry and exit, as well as throughout the day
- Clean personal property that comes to work, such as sunglasses, mobile phones, laptops and iPads with disinfectant, such as disinfectant wipes

- Clean your own workstation at the beginning and end of each day including landline phone handset and keyboards (and regularly throughout the day as required)
- The first to arrive & last to arrive should also clean alarm pad, light-switches, the stair handrail, doorknobs
- **Limit contact with others** – no shaking hands or touching objects unless necessary and request contactless deliveries
- Minimise face to face meetings where possible (continue to utilise online meeting facilities)
- **Maintain 1.5m distance** wherever possible and safe to do so, including on arrival and departure at the ACCA, during break times, and in spaces such as stairwells and corridors. Avoid sitting face to face when required to meet in person (i.e. sit side by side, or offset seating instead).
- Adhere to guidelines which support 1.5m distancing (offices to be reconfigured, floor markings may be used to reinforce these distances and furniture moved)
- Be aware of and adhere to capacity limits on enclosed spaces (based on 1.5m distancing):
  - Resource Centre Library - 1 to 2 people (2 for short periods of time);
  - Office area – 7 people; Digitisation area – 1-2 people (2 for short periods of time); Research area office – 2 people max.
  - Kitchen - 1 person (depending on time frame and available space); lunch / meeting table 4 people maximum
  - Exhibition spaces & Foyer spaces – 8 to 15 people maximum, depending on current restrictions

**Continue to adhere to hygiene processes and protocols, including:**

- Wearing a mask – current guidelines [outlined below](#)
- Washing hands and using the hand sanitiser stations regularly including:
  - On arrival at Museum
  - Before handling food
  - After smoking, coughing, sneezing, blowing their nose, eating or drinking, and using the toilet
  - After touching hair, scalp, mouth, nose or ear canal
  - After handling rubbish and other waste
  - After handling money or bank cards
  - Before and after cleaning
  - Before leaving work; and
  - Before and after removing gloves (if used).
- Wearing gloves when undertaking cleaning and wash hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Contributing to the frequent cleaning of regularly touched areas and surfaces including Eftpos equipment, handrails, tables, counter tops, doorknobs, kitchen surfaces and taps, bathroom sinks and taps throughout the day

**Recommended cleaning:**

- <https://swa.govcms.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf>

## ON-SITE SAFETY MEASURES AND GUIDELINES – UPON PUBLIC REOPENING

The above listed measures should continue to be maintained and in addition:

- Existing signage, including additional screens and hand-sanitiser stations will be updated for public reopening
- Foyer double glass doorway will remain 'open' in order patrons can see when someone exiting and maintain 1.5m
- Museum staff will ensure visitors register upon entry (via log in sheets in foyer) and monitor numbers with door counter and buzzer
- Museum staff to attend to entry buzzer and door counter to actively monitor number of visitors in Museum space
- Museum staff will also be positioned in gallery space to monitor 1.5m, provide display information and may take surveys at a safe distance (rather than sharing pen / handing over ipad)
- System developed for safe handling, cleaning and return of research, archival and library materials. Access to all research must be supervised by either Tim Wellington, Matthew Davis, Kerrie Poliness or Peter Haffenden.
- Cloaking area closed researchers and staff to use dedicated plastic bins under desks to store belongings and to clean before and after use.
- Printed materials such as a room-sheets and program fliers will be removed / limited and necessary items will be laminated and wiped down after each use by museum staff
- Suggest the use of hand sanitiser before touching any merchandises or alternatively Museum staff will offer to present the books and other merchandise to visitors
- Contact free payments will be utilised for all donation and merchandise.
- Ensure that any reported or suspected COVID-19 infection in a MLMW employee, volunteer or visitor will be immediately responded to in accordance with Safework recommendations outlined, below
- Room capacities will be identified for patrons and enforced by Museum staff:
  - Back of house office areas – n/a – patrons not permitted
  - Foyer spaces – 2 pax – dependent on current restrictions
  - Exhibition spaces – 15 pax – dependent on current restrictions

## MLMW STAFF, VOLUNTEERS, RESEARCHERS CORONAVIRUS (COVID-19) HEALTH QUESTIONNAIRE

We encourage each staff member, volunteer and researcher to complete this questionnaire before starting any shift and to email or give your completed questionnaire to either of the MLMW shift managers, Kerrie Poliness 0419154265 or Treasurer, Tim Wellington 0447878933

And, scan or take a photo of this document and email it to [admin@livingmuseum.org.au](mailto:admin@livingmuseum.org.au) to keep as a record.

Staff name:

Date:                      Time of shift or attendance:

**Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)? Yes or No**

**Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)? Yes or No**

If you answered **YES** to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

**Are you experiencing these symptoms? (check yes if applicable)**

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5C)

Chills

Cough

Sore throat

Shortness of breath

Runny nose

Loss of sense of smell

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

**If you answered NO** to all the above questions, you can enter your workplace.

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

**Kerrie Poliness 0419154265 and Treasurer, Tim Wellington 0447878933**

*A copy of this document is also saved on the Museum server here:*

[Link to Museum website Covid Safe Plan and Information](#)

# COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

## The person you are concerned about is at the workplace



### 1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



### 2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



### 3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



### 4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



### 5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



### 6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

## The person you are concerned about was recently at the workplace



### 1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



### 2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



### 3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



### 4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

## If anything is unclear, see detailed guidance on the Safe Work Australia Website

### Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

### State and territory health

#### department helplines:

**New South Wales**  
1300 066 055

**Queensland**  
13 432 584

**Victoria**  
1800 675 398

**South Australia**  
1300 232 272

**Western Australia**  
(08) 6373 2222

**Tasmania**  
1800 671 738

**Australian Capital Territory**  
(02) 5124 9213

**Northern Territory**  
(08) 8922 8044



Coronavirus  
**COVID-19**



**safe work australia**



## **SAFE WORK AUSTRALIA RECOMMENDATIONS FOR COVID19 AT WORKPLACE**

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in your workplace is displaying COVID-like symptoms or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in your workplace.

The person could be a worker, a client, customer or other visitor to your premises. Where this occurs:

### **1. Isolate the person**

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by isolating them from others. You must also provide appropriate personal protective equipment (PPE) to the affected person, such as disposable surgical mask, and hand sanitiser and tissues, if available. Also provide protection to anyone assisting the person.

### **2. Seek advice and assess the risks**

Next, to determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and see what they say.

Seek government health advice by contacting the National Coronavirus Helpline on 1800 020 080, which operates 24 hours a day, seven days a week. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.

Ensure that you have current contact details for the person and make a note about the areas they have been in the workplace, who they have been in close contact with in the workplace and for how long. This will inform you about risks to others and areas to clean and disinfect. This information may also assist your state and territory public health unit if they need to follow up with you at a later time.

### **3. Transport**

Ensure the person has transport home, to a location they can isolate, or to a medical facility if necessary.

Wherever possible, if a person is unwell or travelling to a location for mandatory isolation, they should use a personal mode of transport to minimise exposure to others. They should not use public transport unless there is no other option.

If the person needs to use a taxi or ride share service (or public transport) then the person should avoid contact with others including the driver to the extent possible. This includes:

- wearing a surgical mask, if available

- avoiding direct contact with the driver, including sitting in the back seat to achieve as much separation as is reasonably possible

- practising good hand hygiene and cough/sneeze hygiene, and
- paying by card.

#### **4. Cleaning and Disinfecting:**

Clean and Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible to increase air flow. All areas, for example offices, bathrooms, kitchens and common areas and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected.

Further information on how to clean and disinfect can be found in our Cleaning to prevent the spread of COVID-19 guide and also the Cleaning information for your industry.

Cleaners must wear appropriate PPE, for example disposable gloves or gloves appropriate to the cleaning chemicals being used, and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaners should also wear a disposable apron.

#### **5. Identify and tell close contacts**

The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

In the meantime, for the purposes of undertaking a workplace risk assessment and to assist your state and territory public health unit, consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved.

Seek information about the areas that close contacts have been in the workplace, who they have been in close contact with in the workplace and for how long. This will inform you about possible risks to others, and additional areas that may also need to be cleaned and disinfected.

#### **6. Review risk management controls**

Review your COVID-19 risk management controls, in consultation with your workers and their representatives, and assess and decide whether any changes or additional control measures are required.

You must continue to meet your WHS duties at all times. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of workers and others in the workplace (such as customers) contracting COVID-19.

#### **MASK WEARING RECOMMENDATIONS as at 22 July 2020**

**Current facemask information and requirements for Victoria can be found here:**

<https://www.dhhs.vic.gov.au/facemasks-covid-19>

**November 25 update: facemasks must be worn by all Museum workers, researchers and volunteers when indoors**

#### **How do I wear a mask correctly?**

##### *Cloth mask*

A cloth mask should fit securely around the face, specifically covering the nose and the mouth areas. The mask should fit snugly on your face and be secured by ties at the back of your head or ear loops. If you are using a mask with ear loops, you can use a plastic clip or tie to join the ends together at the back of your head to make sure it fits snugly on your face.

Make sure that your mask does not have holes or a valve. This can result in breathing out the virus if you have coronavirus (COVID-19).

Wash your hands for at least 20 seconds with soap and water, or use hand sanitiser that is made up of over 60% alcohol before putting it on and after taking it off. Avoid touching your eyes, nose, or

mouth at all times and store used face masks in a plastic bag until you have an opportunity to wash them.

#### *Surgical mask (single use)*

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken loops.
- Position the coloured side of the mask outward.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
  - Ear loops: Hold the mask by both ear loops and place one loop over each ear.
  - Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
  - Dual elastic bands: Pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head
- Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.
- Don't touch the mask once in position.
- If the mask gets soiled or damp, replace it with a new one.

#### **How do I know my cloth face mask is working?**

You know your mask is working to protect you if it is well fitted. If the ties are loose, tighten them to ensure a snug fit. The mask should fit snugly and cover your nose and mouth. Keep an eye on the integrity of the fabric as it may thin over time with repeated washing. If this happens, replace the mask.

#### **Can I wear a scarf or bandana instead?**

A scarf or bandana does not offer the same amount of protection as well-fitted face masks. This is due to the type of fabrics they are made from. Properly constructed cloth masks are made from at least three layers of materials, including a water-resistant outer layer.

#### **When is it safe to take my face mask off?**

You can remove it outside, once you are away from other people, or in your car on your way home. If it is a cloth mask, don't forget to bring your cloth mask inside to be cleaned. If you wait to take your cloth mask off until you have returned home, it may be easier to put it directly into the laundry.

#### **What's the best way to take off a face mask?**

- Wash your hands for at least 20 seconds with soap and water or use alcohol-based hand sanitiser containing at least 60% alcohol.
- Don't touch the front of the mask or your face.
- Carefully remove your mask by grasping the ear loops or untying the ties. For masks with a pair of ties, unfasten the bottom one first, then the top one.
- If your mask has filters, remove them and throw them away. Fold the mask and put it directly into the laundry or into a disposable or washable bag for laundering. Single use surgical masks should be disposed of responsibly.
- Clean your hands again.

#### **Can I reuse my face mask?**

A cloth mask can be washed and re-used. It is a good idea to have at least two, so you always have a clean one available.

When leaving home, there might be times when you can't maintain 1.5 metres distance from other people and wear a cloth mask, and times when you can maintain the distance and don't need to wear

a cloth mask. For instance, you might take crowded public transport to and from work, but at work be able to maintain appropriate distancing. Don't reuse the same cloth mask to go home that you used earlier on the same trip to go to work. Put each used cloth mask into a zip lock bag to be taken home for washing. For each new situation put on a clean cloth mask.

Carry a paper bag or zip lock bag with you to carry clean masks and keep them clean.

Single use masks are for single-use only and should be disposed of responsibly in the rubbish bin.

#### **When should I wash my cloth mask?**

A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask; the mask needs to be washed.

Re-using a cloth mask without washing is risky because it can become contaminated or may not be as effective in protecting you.

#### **How do I wash my cloth mask?**

Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth.

Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks.

#### **How do I know when it is time to get a new cloth mask?**

Each cloth mask will be constructed differently, therefore there is no specific 'shelf life' of a cloth mask. However, the following are signs that your cloth mask may no longer be offering you the same level of protection it once was:

- your cloth mask does not fit snugly on your face (e.g. you can feel your breath coming out of the sides of the mask)
- your cloth mask keeps falling off or sliding down
- there are holes in your cloth mask
- you need to keep adjusting your cloth mask
- the material has started to wear thin or fray.

#### **Can I remove my face mask to talk with other people?**

No, you should keep your face mask on while speaking with other people and maintain a physical distance of 1.5 metres. However, it is important to consider people who are deaf or hard of hearing – or those who care for or interact with a person who is hearing impaired – in these situations consider a clear face mask or use written communication, where possible.

#### **Mental health & Wellbeing:**

MLMW recognises that this is a particularly challenging time for all and is committed to supporting our team's mental health and wellbeing as we work from home and transition back to the workplace.

We recognise that each and every situation is different and encourage you to speak with either **Kerrie Poliness or Tim Wellington** so that we may work with you to understand any concerns you have or what additional support you may require.

We also encourage our team to seek professional support from one of the free services below:

**Support Act Wellbeing Helpline** – providing free, 24/7, confidential mental health and wellbeing support for artists and arts workers. Call: 1800 959 500.

**Arts Wellbeing Collective** - has a range of resources for our industry:

<https://www.artswellbeingcollective.com.au/>

**Beyond Blue** - Coronavirus Mental Wellbeing Support

Service: <https://coronavirus.beyondblue.org.au/>

**Life Line** - Always standing by on 13 11 14 if you or someone you know would like to talk.

Creative Victoria, DHHS, WorkSafe and Safe Work Australia.

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### **Working from home, physical health checklist:**

To be completed by all workers and volunteers working from home.

Additional information for working from home can be found here.

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/working-home>

## **RESOURCES CONSULTED**

### **Reopening Guidelines:**

COVID-safe Australia Roadmap

<https://www.pm.gov.au/sites/default/files/files/covid-safe-australia-roadmap.pdf>

PGAV Guide to reopening

<https://pgav.org.au/PGAV-Guide-to-re-opening-public-galleries-in-Victoria~5179>

Creative Victoria guide to reopening

<https://creative.vic.gov.au/news/2020/guidelines-for-the-phased-re-opening-of-our-creative-sector>

Australian Government guide to reopening

<https://pmc.gov.au/nccc/have-covid-19-plan>

### **Workplace Safety:**

Department of Health & Human Services

<https://www.dhhs.vic.gov.au/>

<https://www.dhhs.vic.gov.au/stage-4-restrictions-covid-19>

<https://www.justice.vic.gov.au/permitted-worker-scheme>

National COVID-19 safe workplace principles

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/National%20COVID-19%20safe%20workplace%20principles%20-%202024%20April\\_1.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/National%20COVID-19%20safe%20workplace%20principles%20-%202024%20April_1.pdf)

Emergency Plans:

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/emergency-plans?tab=tab-toc-employer>

COVID-19 in workplace:

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/covid-19-your-workplace?tab=tab-toc-employer>

<https://www.worksafe.vic.gov.au/safety-alerts/fire-hazards-when-manufacturing-or-storing-alcohol-based-hand-sanitiser>

<https://www.volunteeringaustralia.org/volunteer-involvingorganisations-and-covid-19/#/>

Reopening a hospitality business in COVID

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/hospitality-industry-guidelines-for-coronavirus-covid-19>

Workplace Checklist

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19\\_Workplace-Checklist.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf)

Physical distancing checklist

<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf>

Cleaning Checklist

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19\\_Cleaning-Checklist.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf)

Health, hygiene & facilities checklist

<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf>

Signage and Posters:

<https://swa.govcms.gov.au/doc/signage-and-posters-covid-19>

<https://static1.squarespace.com/static/5aec979d3e2d09db8bcad475/t/5eb86f694a67d30048528163/1589145456606/2020-05-11+Event+Safety+Alliance+Reopening+Guide.pdf>