

COVID SAFE MANAGEMENT PLAN

VISITORS, STAFF, VOLUNTEERS CONTRACTORS AND OTHERS

Abbreviations:

- Buda – Buda Historic Home and Garden Inc.
- COM – Buda Committee of Management
- FOH – Front of House staff

1. Background

Buda Historic Home and Garden Incorporated [Buda] is closely following Victorian Government advice regarding keeping Buda staff, volunteers and the general public safe during the Covid-19 pandemic. Buda is vigilant and adaptable to shifts in regulations as we have a small and dedicated team in constant communication. This means that we can react quickly and update our approach as new information becomes available.

We have consulted Safe Work Australia; Volunteering Australia, Museums Australia (Victoria) and the Victorian Department of Health in the development of our approach.

Buda Historic House and Garden is OPEN with a Covid safe plan.

2. Physical Distancing

Buda will permit the following numbers of visitors to the property until further notice: (based on the Victorian Department of Health 2 square meter rule).

- Up to 50 visitors to enter the house museum at any one time. As per our regular policy, tour groups will be split into groups of up to 25 people.
- Up to 600 visitors at a time in the garden environs
- Density quotients and capacity limits do not apply if the venue is visited exclusively by a single group (eg: one bus group or school)
- Up to 50 persons in the Garden Room

These numbers exclude staff, volunteers or contractors, which are generally fewer than 5. From time-to-time there may be people attending Buda by appointment for other purposes, such as research, special meetings etc. This can be permitted as long as social distancing and other COVID-19 safety requirements are being adhered to.

Everyone who intends to be on the **property** for longer than 15 minutes needs to leave their name and phone number. Victorian Government QR code contact tracing is available both at reception and at the entrance of the Garden Room.

3. Safety procedures to be implemented.

3.1 Registry of all who enter the building

Visitors: Front of house (FOH) staff/volunteers will request all visitors to register their presence in the building by providing contact details:

- name

- date
- phone number
- time of arrival

These will be kept for 28 days.

Or by Victorian Government QR Code contact tracing.

If the patron or visitor declines to provide details after being given an explanation, they cannot be compelled to do so.

Buda has the right to refuse entry to patrons or ask them to leave.

3.2 Hand sanitising stations

These are located:

- On the veranda outside reception
- In the House Kitchen and the Gardener's Shed next to sign-in book
- Near the handtowel dispenser outside the toilets
- In the Garden room

Signage will direct people to use these stations prior to entry to the house museum and before entering the kitchen and toilets.

3.3 Front reception desk and house museum

- FOH staff/volunteers will ensure that all visitors register details at *data collection station* on front veranda (or inside front doorway)
- FOH staff/ volunteers will have hand sanitiser at their desk and access to disinfectant to wipe down all FOH surfaces.
- FOH staff/volunteers will wipe the front door handle and other surfaces with disinfectant at the beginning and end of shift
- Visitors will be asked to practice social distancing and hygiene measures, both by FOH staff /volunteers and through signage.
- There will be signs where necessary directing the flowpath of visitors through the house museum. These signs will be displayed on pedestals where required.
- FOH staff/ volunteers will monitor the house museum spaces via security camera monitors in the Admin Office OR an extra staff/volunteer may be stationed within the house to assist with visitor number regulation and flow.
- Contactless payment will be encouraged
- No group bookings [for more than 50 people travelling together] will be accepted at this time.
- Buda will closed at 4pm each day it is open to the public, so that staff can clean & disinfect the house museum including door handles, toilet flush handles, tap handles, bin lids and gate.

3.4 Covid-19 Safe Work Australia signs displayed in appropriate locations at Buda

Signage:

Front Desk, Entry to House, Entry to Maid's Quarters:

- ***Keeping your distance*** poster display

At various points in the House as necessary

- Visitor movement/flowpath signage through the House

At all hand sanitiser stations

- *How to hand rub* poster

3.5 Cleaning and other health and safety measures

- The Ventis airflow system will be set in the house museum to ensure optimum airflow of fresh air.
- The louvre windows in the Garden room will be left open to ensure optimum airflow of fresh air
- Surfaces will be cleaned and disinfected twice per day