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CATEGORY	Policy	SUBJECT	Governance and Operations
ISSUED BY	Executive	APPROVAL DATE	08/10/2021
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COVID-19 Conditions of Entry - Visitors

Purpose

This policy sets out the conditions of entry to all Sydney Living Museums (SLM) and State Archives and Records Authority of New South Wales (SARA) sites for visitors. The purpose of this policy is to keep visitors as safe as possible and ensure compliance with the relevant health orders.

Background

In response to the COVID-19 pandemic, the NSW Government has issued a number of Public Health Orders. The orders and its revisions have an impact at both SLM and SARA. This policy has been developed to respond to the changing health orders.

Scope

This policy applies to all visitors who enter a SARA or SLM site.

POLICY

1. Conditions of Entry

All visitors must comply with all current Public Health Orders issued by NSW Health in order to enter any SARA or SLM site.

Visitors are **not permitted** to enter any SLM or SARA site if they:

- Have not complied, or are not able to produce evidence of compliance, with vaccination requirements (including contraindication certificates)
- Are experiencing any Covid-19 symptoms
- Have not complied with a current NSW Health or employer direction to self-isolate
- Have not complied with a current Public Health Order.

Visitors who enter the site must be willing to comply with all parts of this policy and agree to the following requirements to:

- Provide evidence as requested to confirm compliance with vaccination requirements (including contraindication certificates)
- Maintain physical distancing measures (as per current guidelines of NSW Health) with respect to staff and visitors;
- Visitors over the age of 12 must wear a fitted face covering over their mouth and nose as mandated in the current Public Health orders, unless evidence is available for verification that a lawful exemption applies;
- Check in using the Service NSW COVID-Safe check in system;
- Accept that they may be refused entry to any SLM or SARA site in the event that the site has reached its total capacity under physical distancing requirements;
- Accept the right of SLM and SARA to refuse entry or request their departure from our sites at any time; and
- At all times treat other staff and visitors with respect.

2. Refusal of Entry or Removal from Site

If there is concern that any persons who have entered or are attempting to enter any SLM or SARA site, have not, or will not, abide by the conditions of entry (as outlined in section 1), staff should enact the following procedures;

1. Raise their concerns directly with their manager, or delegated staff member. If their Manager or delegated staff member is unavailable, staff should contact an Executive member to assist

with addressing their concerns. It is important that this is raised with their manager or Executive member as breaches of these conditions, or the health orders, can impact the safety of others at our sites.

2. At all times abide by the DPC Code of Conduct.

Managers, Executive members and delegated staff members who have identified or have been notified of a suspected breach of the conditions of entry should:

1. Make immediate contact with the identified visitor to ask questions to determine the nature of the suspected breach. If, after questioning, they are satisfied that they are willing and able to abide by the conditions of entry, the visitor will be permitted to remain on site. The Manager or Executive member should inform the notifying person of this decision.
2. If the direct Manager or Executive member is unsatisfied that the identified visitor is willing and able to abide by the conditions of entry they should refuse entry/request they exit the site immediately. This should be done politely and discreetly where possible while maintaining physical distancing measures.
3. If a visitor has been asked to exit a site, or is not permitted entry, it is the responsibility of the Direct Manager or onsite contact to ensure proper Duty of Care is taken when they depart the site.

Roles and responsibilities

- The Executive is responsible for setting and enforcing the conditions and procedures outlined in this policy.
- All people Managers are responsible for ensuring all front of house workers are made aware of the identity of the staff member(s) with delegated authority before the opening of the property each day.
- All Visitors are responsible for observing the conditions of entry.
- The WHS Coordinator will be responsible for advising on the proper procedures to be undertaken when an at-risk visitor has been requested to exit a site after initially being permitted entry.

Delegations

- Nil

Legislation

- *Historic Houses Act 1980*
- *State Records Act 1998*
- *Public Health Act 2010*
- *Public Health (COVID-19 General) Order 2021*

Related policies

- COVID-19 Conditions of Entry Procedure

Other related documents

- SLM Code of Ethics and Conduct
- DPC Code of Conduct

Definitions

- Medical contraindication certificate: means a certificate issued by a medical practitioner—
 - in a form approved by the Chief Health Officer, and
 - certifying that because of a specified medical contraindication, the person to whom the certificate has been issued cannot have a COVID-19 vaccine.
- Physical distancing: Means the Government issued guidelines that require a 1.5metre distance between persons of different households.
- Staff: Means any person employed by SARA or SLM and volunteers.
- Visitor: Means any person who accesses any SLM or SARA property whom is not a worker of the organisations. This includes members of the public.

Superseded documents

Conditions of Entry Policy V1

Revision history

Version	Date issued	Notes	By
1.0	08/10/2021	Initial document approved by Executive	Kathryn Natoli

Review date

The next review date of this procedure will be 25 October 2021 or when required in response to updated NSW Health advice.

Contact

Adam Lindsay, Executive Director