

Museum of Fire COVID Safe Plan for Historic Vehicle Exhibition Day, 13 September 2020

Please view the Museum of Fire's COVID Safe Plan for general COVID practices and policies. This can be viewed at www.museumoffire.net.au

The Museum of Fire is a COVID Safe organisation and as such we endeavour to conduct the Historic Vehicle Exhibition Day in a COVID safe manner.



Action being undertaken by the Museum to reduce the risk to staff, volunteers and visitors

- Regular and increased cleaning and disinfecting of all surfaces in accordance with Safe Work Australia guidelines and the Public Health Authority.
- To ensure NSW Government guidelines are followed, the number of visitors in certain areas inside and outside of the Museum space will be limited, including (but not restricted to):
 - Maximum 150 visitors within the Museum grounds at any time.
 - Museum staff will monitor the number of visitors entering the West Gate and will ask COVID-related questions and request contact tracing details and on arrival.
 - The Pedestrian Gate will also be monitored by staff; however, foot traffic is usually low in this area.
 - Maximum 4 visitors in the Museum Shop at any time.
- To ensure social distancing is adhered to:
 - Visitors will be briefed on the importance of maintaining the 4 square meter rule upon arrival. We rely on our visitors to do the right thing.
 - Socially distanced markers will be positioned on the grass area in front of the historic display area as well as the vehicle exhibitions.
 - If adequate social distancing is not maintained, Museum staff will request that visitors move to the socially distanced markers.
 - If social distancing is not followed, the Museum reserves the right to cancel the Historic Vehicle Exhibition Day.
 - Only 20 people are permitted at one time in the display area.
- At all times, Museum staff must ensure personal social distancing is carried out.
- A COVID marshal has been assigned. It is expected that their directions be followed at all times.
- The museum reserves the right to stop gate entries if the situation is deemed not to be COVID safe or maximum capacity or reached.

Information for HFEA Members and their guests

To enable the Historic Vehicle Exhibition Day to take place HFEA members will also need to adhere to and enforce COVID restrictions and social distancing measures. The following will apply:

- HFEA members will support social distancing measures, ensuring that they follow the 4 square meter rule with other members and visitors where possible.
- If a member sees that social distancing is not taking place between visitors, the member has authority to respectfully request that they move to the socially distanced markers provided.
 - Should an issue occur they are to notify the COVID marshal or a staff member immediately.
- HFEA members will be responsible for regularly cleaning their equipment that may come into contact with visitors.
 - It is recommended that HFEA members do not allow the public to sit in their vehicles.
 - HFEA members MUST NOT allow or invite the public to sit in Museum vehicles
- All HFEA members must adhere to the Museum's COVID policies and procedures at all times
- HFEA members must not congregate in groups larger than 20 and all members must remain within the HFEA assigned space unless advised otherwise by the COVID marshal or Museum staff.
- Only HFEA members/guests who sign this form and agree to adhere to these policies will be allowed in the Museum grounds. Every individual attending MUST sign a separate form.

Failure to comply with any of the above policies and procedures may result in you being asked to leave the Museum grounds.

General Information for HFEA members:

- All vehicles MUST be in place by 9am
- No vehicle may be removed from the grounds until 3pm or unless directed by museum staff
- This is a FREE event however entry into the Museum will incur an additional cost.

I _____ (name) understand the above and agree to adhere to all policies put in place by the Museum of Fire. I understand that failure to do so may result in my removal from the premises.

Date: _____

Signature: _____

Please tick the relevant box:

HFEA Member

HFEA Guest

Other