

Guide to the Vaccinated Economy for Galleries

Version 3.0





Guide to the Vaccinated Economy for Galleries

Victoria will move to a Vaccinated Economy when 70% of people aged 16+ are double dose vaccinated against COVID-19, as outlined in **Victoria's Roadmap to Delivering the National Plan**¹. At this threshold, significant parts of the economy will reopen to the fully vaccinated.

For galleries in regional Victoria, the Vaccinated Economy will begin at Phase B when the 70% double dose vaccination threshold is met (from 11:59pm Thursday 21 October). In metropolitan Melbourne, the Vaccinated Economy will begin at Phase C when the 80% double dose vaccination threshold is met (6pm, Friday 29 October).

This Guide is designed to step galleries through the requirements to participate in the Vaccinated Economy.

STEP 1: Adhere to latest Government advice

Galleries are subject to a range of requirements, including:

- Have an up-to-date COVIDSafe Plan.
- Galleries with capacity above 500 people must publish their COVIDSafe Plans on their website.
- Use the Service Victoria QR Code Service to check-in all visitors including staff, volunteers, contractors and patrons. Everyone must check-in, no matter how long they are at the gallery.
- Display signage at each public entry to indoor and outdoor spaces. This must show the capacity of each space and face mask restrictions.
- COVID Check-in Marshal at all public entrances.

Victoria's Roadmap to Delivering the National Plan sets out the following key dates for galleries:

- **Phase B - up to 6pm, 29 October:**
- **Regional galleries can open, subject to:**
 - Check postcodes of patrons to determine whether a person is from an area under restriction. Use the Victorian Government's

postcode checker: <https://www.coronavirus.vic.gov.au/postcode-and-suburb-checker-regional-victoria-and-metropolitan-melbourne>

- Face masks must be worn indoors and outdoors.
- Work from home if can. Office: capacity limit of 25%, cap of 10 (whichever is greater), DQ4.
- **Indoor capacity:** up to 30 people per space, DQ4 if fully vaccinated. Up to 20 people per space, DQ4 if not fully vaccinated.
- **Outdoor, non-seated capacity:** 300 per space, DQ2.
- **Metropolitan Melbourne galleries:**
 - **Indoor capacity:** closed.
 - **Outdoor, non-seated capacity:** 50 per space, DQ4.
 - Workers permitted onsite for **essential building and collection maintenance and security**.
 - Up to 5 workers permitted onsite for **broadcasting** (live and recorded).
 - Retail staff permitted onsite for **click and collect**.
 - Café staff permitted onsite for **take-away service only**.
 - Up to 5 workers, plus a supervisor, permitted onsite under small-scale construction to **bump in and out exhibitions**.
- **Phase C - from 6pm, 29 October: all galleries can open, subject to:**
 - All staff, volunteers, contractors and patrons must be **fully vaccinated** to be onsite.
 - Regional galleries are no longer required to check postcodes.
 - Face masks must be worn indoors only.
 - Work from home if you can. Go to work if you are fully vaccinated. DQ2 for areas not accessible to public.
 - **Indoor capacity, fully vaccinated:** DQ4, no patron cap.
 - **Outdoor, non-seated capacity for fully vaccinated:** DQ2, up to 5,000 patrons.

For guidance on updating your COVIDSafe Plan, see: <https://www.coronavirus.vic.gov.au/covidsafe-plan>

Vaccinated Economy signage, posters and templates to support the new entry requirements are available here: <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>

For gallery specific guidance on updating your COVIDSafe Plan, see:

- **PGAV Guide to re-opening public galleries in Victoria:** <https://pgav.org.au/PGAV-Guide-to-re-opening-public-galleries-in-Victoria~5179>
- **COVIDSafe Workplace: Museums and Galleries:** <https://www.coronavirus.vic.gov.au/sites/default/files/2021-08/COVIDSafe%20workplace%20Museums%20and%20Galleries.pdf>



STEP 2: Confirm Vaccination Status of Staff, Casuals and Volunteers

Under the Vaccinated Economy, employees (staff, casuals, volunteers and contractors) must have had **at least one dose or a booking to receive a first dose by 22 October, and have received their second dose by 26 November** to be onsite. Ahead of implementing the Vaccinated Economy, galleries will need to undertake an audit of the vaccination status of staff, casuals and volunteers.

NOTE: Currently there is a difference between the fully vaccinated deadline for gallery staff (26 November) and the date when gallery staff are required to be fully vaccinated under Victoria's Roadmap (6pm, 29 October). The PGAV will update this Guide when more information is available.

Galleries will be required to sight evidence from employees that they have been vaccinated and keep a record to demonstrate compliance.

A record may include:

- Name of the worker;
- Vaccination status;
- Who sighted evidence of compliance;
- Date the evidence was sighted; and
- Type of evidence (COVID-19 digital certificate in Service Victoria app, MyGov app, Medicare Express app, smartphone wallet, immunisation history statement available from Medicare, or a medical exemption (i.e. a letter from a GP).

Galleries **do not need to retain the evidence sighted**. If you do retain the evidence sighted, you will need to comply with both Federal (Privacy Act 1988) and Victorian (Privacy and Data Protection Act 2012, Health Records Act 2001) legislation that regulates this type of health information.

What if an employee refuses to disclose their vaccination status?

While employers may request that employees disclose their vaccination status, the employee is free

to decline to disclose². However, in this circumstance, the employee will be considered unvaccinated for the purposes entering the gallery. This means that the individual must be barred from entering the site.

Employers are encouraged to provide their employees with ample information to address employee privacy concerns, such as explaining:

- how evidence is required from a legal and safety perspective,
- that a copy of the evidence is not retained by the employer, or if retained, that it is retained in compliance with Federal and Victorian privacy legislation, and
- the benefits available to employees from the voluntary provision of this information (enabling access to the site).

Further information: <https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated>

What if an employee is not fully vaccinated?

If employees are not fully vaccinated, the gallery will need to determine if they can fulfil their duties working from home. If not, the gallery will need to discuss options with the employee. The Fair Work Ombudsman has guidance: <https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace/covid-19-vaccinations-workplace-rights-and-obligations>

STEP 3: Confirm Vaccination Status of Contractors

All contractors are required to check-in using the Service Victoria QR Code Service. Galleries will need to sight they have checked-in and that they are fully vaccinated. Galleries are also required to keep a record of having sighted evidence.

A record may include:

- Name of the contractor;
- Vaccination status;
- Who sighted evidence of compliance;
- Date the evidence was sighted; and
- Type of evidence (COVID-19 digital certificate in Service Victoria app, MyGov app, Medicare Express app, smartphone wallet, immunisation history statement available from Medicare, or a medical exemption (i.e. a letter from a GP).

Contractors are free to decline to disclose³. However, in this circumstance, the contractor will be considered unvaccinated for the purposes entering the gallery. This means that the individual must be barred from entering the site.

Galleries are encouraged to provide their contractors with ample information to address contractor privacy concerns, such as explaining how evidence is required from a legal and safety perspective, and that a copy of the evidence is not retained by the gallery.



STEP 4: Supporting Front of House Staff

It is important that your staff and volunteers feel safe in their workplace and are protected from potential contact with COVID-19. Front of house staff and/or COVID Check-in Marshals may require additional support as the community adjusts to new entry requirements.

Measures to support your staff and volunteers include:

Security Plan – integrate your gallery's security plan, particularly for managing disgruntled patrons, into your COVIDSafe Plan. Provide clear guidance to staff on how to respond to someone who does not adhere to COVIDSafe requirements (i.e. face masks, QR Code Check-in and demonstrating Vaccination Status).

Work Safe Victoria has information and posters about preventing violence and aggression in the workplace: <https://www.worksafe.vic.gov.au/occupational-violence-and-aggression>

Providing Support – remind staff of your **Employment Assistance Program (EPA)** and encourage them to seek support at any time. If your organisation does not have an EPA, staff can seek assistance from **Support Act**:

- **Support Act Wellbeing Helpline** – providing free, 24/7, confidential mental health and wellbeing support for artists and arts workers. Call 1800 959 500.
- **Support Act First Nations Dedicated Support Line** – providing First People with access to Aboriginal or Torres Strait Islander Clinicians, or one with cultural awareness training. Call 1800 959 500 anytime (24/7, 365 days) for urgent requests. Otherwise, please call 1800 959 500 (Option 3) between EST 8am – 6pm to make an appointment.

Communication – management should ensure everyone is informed and kept in the loop with protocols and safety measures.

Check your colleagues' and volunteers' wellbeing and ask for feedback on the new measures.

STEP 5: Communicating new entry requirements

Communicating COVIDSafe entry requirements – including the new proof of vaccination requirements – to patrons in advance of their arrival will help reduce concerns and make entry to the gallery quicker. Be sure to explain entry requirements for those without a smartphone, as well as the types of proof that will be accepted and those that won't be accepted.

It is recommended you notify patrons of new entry requirements via your website, EDM invitations and newsletters, as well as social media. Also provide signage at the entrance of your gallery to remind patrons of COVIDSafe entry requirements.

Bendigo Art Gallery is part of the *Vaccinated Economy Trial*. With their permission, we are pleased to share examples of how they have communicated with patrons, to assist with adapting to your gallery. For information on linking your COVID-19 digital certificate or add your digital certificate to the Services Victoria App visit: <https://www.coronavirus.vic.gov.au/get-your-covid-19-digital-certificate>

Bendigo Art Gallery Website Information

Commencing Tuesday 12 October, all eligible visitors aged over 16 will need to have received both COVID-19 vaccinations and **provide verification** of their vaccination status.

Acceptable proof of vaccination status (with proof of ID) includes:

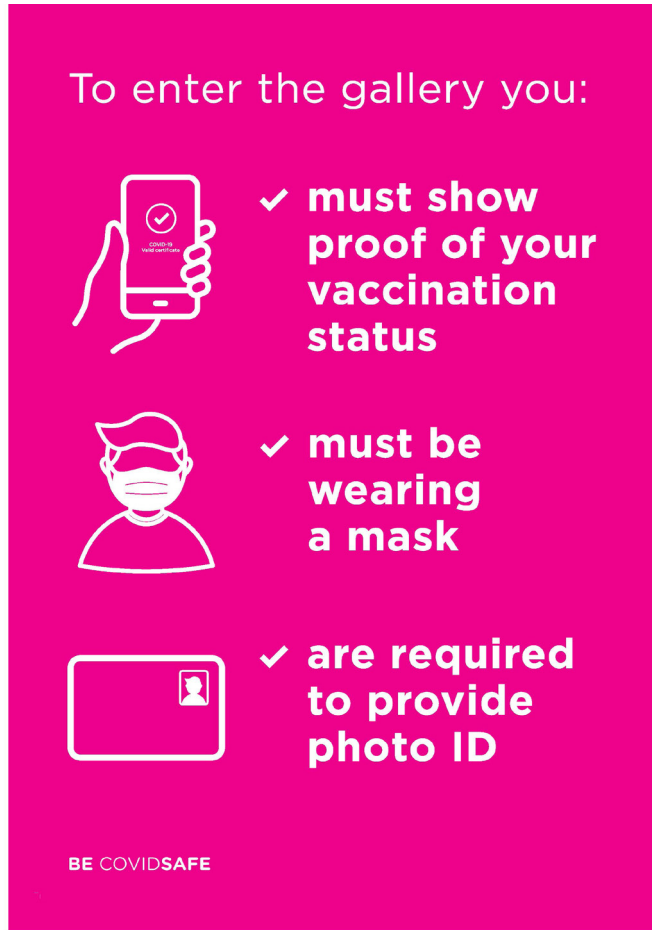
- COVID-19 Digital Certificate uploaded to the Services Victoria app.
- COVID-19 Digital Certificate uploaded to phone wallet.
- Official Australian Immunisation Register certificate.
- Printed COVID-19 Vaccination Certificate issued by Medicare.
- Medical exemption with valid, original letter signed and issued by a specified medical practitioner class ID.

Please note the following will not be accepted as proof of vaccination status:

- Vaccine appointment card.
- Valid vaccination documentation without proof of ID.
- Negative COVID-19 test result.

Bendigo Art Gallery has provided the Premier Daniel Andrew's visual step-by-step guide on adding a COVID-19 digital certificate to the Service Victoria app on their website. See: <https://www.bendigoartgallery.com.au/bendigo-art-gallery/covid-19-vaccinated-economy-trial>

Bendigo Art Gallery Entry Signage



Bendigo Art Additional Support

The gallery set up a table inside their entrance with step-by-step visual guides to assist patrons with linking their COVID-19 Digital Vaccination Certificates to the Service Victoria app.

Step-by-step visual guides are available from Service Victoria: <https://service.vic.gov.au/covid-19/add-covid-19-digital-certificate>

The Victorian Government is soon to release a series of posters to assist galleries with the new entry requirements. We will update this Guide when they are released.

STEP 6: Checking vaccination status of patrons

The Victorian Government is currently reviewing the outcomes of the Vaccinated Economy Trial, which will inform the methods by which patrons can prove they are fully vaccinated. This information will be available in coming days.

Methods accepted during the Vaccinated Economy Trial were:

- COVID-19 Digital Certificate uploaded to the Services Victoria app.
- COVID-19 Digital Certificate uploaded to smartphone wallet.
- Official Australian Immunisation Register certificate.
- Printed COVID-19 Vaccination Certificate issued by Medicare.
- Medical exemption with valid, original letter signed and issued by a specified medical practitioner class ID.

COVID Check-in Marshals (usually gallery Front of House staff) will be required to sight that patrons have checked-in using the Service Victoria app, and that they are fully vaccinated. Be sure to provide clear guidance to staff on how to respond to someone who does not adhere to COVIDSafe requirements. Check in with staff regularly and update your response guidance as needed.





STEP 7: Being prepared to respond to a case of COVID-19 infection

The Delta variant of COVID-19 is highly contagious and has led to a significant increase in cases in the community. It is likely that galleries will experience a confirmed case of COVID-19 as Victoria's Roadmap to Delivering the National Plan is implemented. It is important that galleries are prepared to respond to a confirmed case.

When you become aware of a confirmed case of COVID-19 at your gallery, you must respond quickly to limit further exposure and contain potential outbreaks. **If a member of staff is a confirmed case of COVID-19, you must:**

Immediately

1. Direct the worker to return home and isolate immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Victorian Department of Health.
2. Notify the department by completing the *Employer COVID-19 notification form*.
3. Notify your workers, suppliers and customers that there is a confirmed positive case.
4. Notify WorkSafe and other relevant industry bodies.

Within 48 hours

1. Complete the *Workplace risk assessment form*.
2. Identify workplace close contacts by completing the Close contact spreadsheet. Your immediate action assists the Department of Health with contact tracing.
3. Submit the Workplace risk assessment and Close contact spreadsheet by emailing: covidemployernotifications@dhhs.vic.gov.au

4. Notify identified close contacts - ask them to quarantine and watch for symptoms. The Department of Health will also contact close contacts to explain what they need to do, offer assistance, and offer support to them for their quarantine period.
5. Consider closing or vacating the workplace if required. The Department of Health will work with you on the measures you need to take and provide information when it is safe for your business to reopen.
6. Deep clean the workplace or areas identified in the Workplace risk assessment. See: *Cleaning and disinfecting to reduce COVID-19 transmission in the workplace*.

For information, advice and templates to manage a confirmed COVID-19 case in the workplace, see: <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>

Deep Cleaning of Galleries – Special Requirements

Galleries in Victoria hold over 1 million collection items with a combined value of \$4.8 billion, and they regularly exhibit works from state and national institutions and private lenders.

Artwork - particularly paintings, photographs and works on paper - are highly susceptible to moisture, changes in temperature and lighting, as well as touch / handling. Artworks may be irreversibly and permanently damaged through cleaning. If there is a confirmed case of COVID-19 at the gallery, **it is critical that gallery staff oversee cleaning to ensure artworks are in no way impacted.**

Do not disinfect or sanitise your collection items or artworks as it could damage them.

Clean perspex display cases with soap and water, while **glass display cases** are best cleaned with a disinfectant that has **70% ethanol or iso-propanol alcohol**.

Do not use large scale disinfecting methods such as spraying or fogging in your gallery as they may contaminate collection items.

Seek the advice of a conservator if necessary. Visit the PGAV Consultant Directory to find a conservator: www.pgav.org.au/Consultant-Directory~3440

The Victorian Government offers a **COVIDSafe Deep Cleaning Rebate** for small-to-medium sized businesses. The rebate will cover up to 80% of the cleaning costs at each worksites, capped at \$10,000. See: <https://business.vic.gov.au/grants-and-programs/covid-safe-deep-cleaning-rebate>

Endnotes

- 1 Victoria’s Roadmap to Delivering the National Plan: <https://www.coronavirus.vic.gov.au/victorias-roadmap>
- 2 Office of the Australian Information Commissioner provides advice on seeking information from employees. See: <https://www.oaic.gov.au/privacy/covid-19/covid-19-vaccinations-and-my-privacy-rights-as-an-employee>
- 3 Office of the Australian Information Commissioner provides advice on seeking information from employees. See: <https://www.oaic.gov.au/privacy/covid-19/covid-19-vaccinations-and-my-privacy-rights-as-an-employee>

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Disclaimer

This resource has been prepared by the Public Galleries Association of Victoria (PGAV) to support the sector during COVID-19. It has been developed using the best available information at the time of publication. Users of this resource are encouraged to adhere to the advice and recommendations of Local, State & Territory and Australian Government, public health authority guidelines and their various stakeholders.

The content of this guide is for reference purposes only. It is current at the date of publication. This content does not constitute legal advice and should not be relied upon as such. Legal advice about your specific circumstances should always be obtained before taking any action based on this guide. Any risks related to gallery re-openings are borne by the galleries.

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BENDIGO
ART GALLERY



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