

Swiss National Museum

Covid-19

SAFETY PLAN

for the Collections Centre Affoltern am Albis

11 May 2020 (last updated 10 September 2020)

BASIS

The emergency situation came to an end on 19 June 2020, and on 22 June 2020, the Federal Council put the 'Covid-19 Ordinance Special Situation' (Ordinance 3) into force. The Swiss National Museum (SNM) has drafted the present individual safety plan for the **Collections Centre Affoltern am Albis (CC)** on this basis and on that of the general plan of the Swiss Museums Association (SMA), which was updated on 26 June 2020. It is also based on the Canton of Zurich's measures to contain the Covid-19 pandemic, which were updated on 27 August 2020 and it follows the resolution of the Zurich City Council of September 7, 2020, valid from September 10, 2020.

BASIC RULES AND REQUIREMENTS

The safety plan for the CC is designed to ensure compliance with the following requirements.

1. **Hand hygiene:** All individuals on CC premises must wash their hands regularly
2. **Social distancing and mandatory use of face masks:** Staff and other individuals must adhere to the distance rule. It is compulsory to wear a mask on tours and events.
3. **Cleaning:** All surfaces and objects must be cleaned appropriately after use, particularly if they have been touched by multiple people
4. **Individuals at increased risk:** Suitable protection must be in place for individuals at increased risk
5. **Individuals suffering from COVID-19 at work:** Anyone who shows signs of illness on CC premises must be sent home and told to (self-) isolate in accordance with FOPH guidance
6. **Specific circumstances in the workplace:** Any specific aspects of particular roles must be taken into account, and suitable precautions implemented to ensure staff safety

7. **Provision of information:** Staff and other relevant individuals must be kept fully informed of the requirements and measures in place
8. **Management:** Management must implement the provisions of this plan in order to ensure that protective measures are applied effectively and appropriately

The present document sets out a range of measures designed to meet each of these requirements. The Head of Collection Centre is responsible for the implementation of this safety plan and is the contact person for the responsible authorities.

LIST OF SAFETY MEASURES

1. Hand hygiene

- 1.1. Hand sanitiser and disposable paper towels will be available for the use of all staff. Washing facilities in the toilets will be equipped with soap and water. Disposable paper towels can be disposed of in sealable waste bins.
- 1.2. Hand sanitiser will be provided for staff and visitors in the entrance area. Hands should be sanitised before entering the CC. Washing facilities in the toilets will be equipped with soap and water. Hand sanitiser will be provided at the entrance to the toilets. Disposable paper towels can be disposed of in sealable waste bins.
- 1.3. The disposable paper towels provided must be used to dry hands when using the kitchen in the staff room (cafeteria).

2. Social distancing and mandatory use of face masks

- 2.1. It is compulsory to wear a mask on tours and events within the CC.
- 2.2. The staff of the CC must ensure that all individuals adhere to the distance rule and that masks are worn where required.
- 2.3. In the offices, studios, workshops and depot rooms of the CC, the distance rule (1.5 m) can be adhered to without any problems due to the size of the rooms or the fact that the employees work in individual offices.
- 2.4. The staff room (cafeteria) will be converted so that only a maximum of 20 people can stay in it. Tables and chairs are being reduced and employees are instructed to take breaks in stages. Additional tables and chairs are available in the seminar room.
- 2.5. The number of tables and chairs in the reception room, the seminar room, conference room 2B.52 and the garden will be reduced to ensure compliance with social distancing.

- 2.6. The reception and seminar rooms can be booked for events. However, the individuals making the booking will have to have a safety plan for their event and comply with the relevant safety measures (social distancing, hygiene regulations, wearing of masks, recording of contact details, etc.). CC will monitor compliance with the regulations.
- 2.7. Events may take place with a maximum of 1,000 people. Events with more than 300 attendees will be divided into sectors with a maximum of 300 people.
- 2.8. For events and guided tours of the CC, contact details of visitors are recorded. In the case of families or other groups where people know each other, it is sufficient to collect the contact details of one person per group.

3. Cleaning

- 3.1. Staff cleaning the premises must wear single-use gloves.
- 3.2. Toilet facilities must be cleaned and disinfected regularly. Cleaning must be recorded as appropriate in a cleaning log.
- 3.3. Surfaces that are touched frequently must be regularly cleaned and disinfected: lift buttons, door handles, handrails, office materials, telephones, computer keyboards, payment terminals, etc.
- 3.4. CC must be fed with a constant supply of fresh air.
- 3.5. All waste must be disposed of hygienically and in accordance with accepted practice.
- 3.6. All bins must be emptied regularly.
- 3.7. Rubbish bags must not be over-filled, i.e. filled to the point they have to be squashed down.

4. Individuals at increased risk

- 4.1. Staff in high-risk groups will work from home or in individual offices where possible.

5. Individuals suffering from COVID-19 at work

- 5.1. Staff who show signs of illness will be sent home. They will be told to (self-) isolate in accordance with FOPH guidance, and to consult their GP.
- 5.2. All employees will be advised via intranet message to install the Swiss Covid App.
- 5.3. Any visitor or supplier showing suspected symptoms of Covid-19 should be sent home immediately.

6. Specific circumstances in the workplace

- 6.1. Staff will be provided with regular training in the use of protective equipment.

7. Provision of information

- 7.1. Visitors and suppliers will be informed of the safety measures in place and the behaviour expected of them via <https://www.sammlungszentrum.ch/> and on the museum site. It will be made clear that staff have the authority to intervene to address any behaviour that might represent a risk.
- 7.2. Appropriate measures in accordance with guidance from the FOPH will be in place at the entrance.

8. Management

- 8.1. The present safety plan will be made available to visitors and suppliers on <https://www.sammlungszentrum.ch/>. Staff can find the safety plan and additional information on the coronavirus situation on the SNM intranet system.
- 8.2. The Head of Collection Centre will train nominated individuals to ensure compliance with the measures set out in the safety plan.
- 8.3. Supervisors and estates staff will ensure that sufficient quantities of hand sanitiser and cleaning materials for surfaces and objects are available at all times, and that there are sufficient stocks of relevant materials (soap, hand sanitiser, disposable towels).

SUMMARY

All of the measures set out above will be applied at the CC. This document was last updated on 10 September 2020. A copy of the latest version has been provided to all CC staff, and its provisions have been explained as necessary.



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