

Sydney Jewish Museum Policy and Procedure

COVID Management

Objective

The following policy aims to prioritise the health and safety of all employees, volunteers and visitors in our workplace, particularly considering the elderly Holocaust survivors and volunteers who are considered high risk for COVID-19. This policy provides guidelines on preventative measures, actions to be taken in an individual test positive and guidance for individuals who are feeling sick.

This policy is subject to change based on updated guidance from local health authorities and government regulations. Employees and volunteers are expected to stay informed and adhere to the latest directives.

By following these guidelines, we can collectively contribute to the health and well-being of our staff, volunteers and visitors and protect our high-risk Holocaust survivors.

1. Preventative measures

1.1 Vaccination

All employees and volunteers are strongly encouraged to get vaccinated against COVID-19 as soon as they are eligible, in line with local health guidelines.

1.2 Face Masks

Face masks are not mandatory however are highly recommended, especially for staff who have been a close contact of a positive COVID-19 case. Masks are available in the office.

1.3 Hand Hygiene

Regular handwashing with soap and water for at least 20 seconds or use of hand sanitizer should be practiced. Bottles of hand sanitizer are made available, please coordinate with reception or the Operations Manager for one.

1.4 Cleaning and disinfection

Regular cleaning and disinfection protocols will be implemented by the cleaning staff, focusing on frequently touched surfaces and high-traffic areas.

2. Testing Positive for COVID-19

2.1 Isolation

If an employee or volunteer tests positive for COVID-19, they must isolate at home and not come to the workplace until you test negative and your acute symptoms have gone.

2.2 Notification

The individual should promptly notify the Operations Manager and administration team about their positive test result for appropriate contact tracing and necessary actions.

2.3 Households testing positive

If a staff's household member tests positive, the individual should do a COVID-19 test. If negative, staff should work from home where possible and continue to monitor for symptoms while testing regularly. If staff is testing negative they can come to work however it is advised they wear a mask, especially when interacting with other staff and volunteers.

3. Feeling Sick

3.1 Symptoms

Employees and volunteers should monitor themselves for COVID-19 symptoms, which may include fever, cough, shortness of breath, sore throat, loss of taste or smell, fatigue, or body aches.

3.2 Reporting

Individuals experiencing COVID-19 symptoms should notify their Head of Department, Operations Manager and administration team and should stay home.

3.3 Medical Consultation

Individuals feeling sick should consult their healthcare provider for appropriate medical advice, including testing recommendations.